

Naval Surface Warfare Center, Carderock Division

AMERICA'S FLEET STARTS HERE



New Employee Onboarding Follow Up Session

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CAPT Todd Hutchison

Commanding Officer, NSWCCD

Lawrence Tarasek

Technical Director, NSWCCD

Agenda

Agenda:

08:15 to 08:30 (Roll Call Only for Presenters)

08:45 to 08:55 (Sign-in for New Employees w/ Attendance Roster)

09:00 - [Welcome to Onboarding Follow-up /Agenda](#)

09:15 - [Mandatory Training Sexual Assault Prevention SAPR-Civilian*](#)
&

09:45 - [Mandatory EEO Title VII Discrimination Complaints Training*](#)

10:40 - **Break 1**

10:50 - [Travel 101](#)

11:20 - [Enterprise Resource Planning \(ERP\) Overview](#)

11:35 - [General Equipment \(GE\) Custodian Training \(Code 107\)](#)

12:00 - **Lunch**

12:30 - [Special Programs Information Session:](#)

- [Mentoring](#)
- [Individual Development Plan \(IDP\)](#)
- [Scientist & Engineer Development Program \(SEDP\)](#)
- [Defense Acquisition Workforce Improvement Act \(DAWIA\)](#)

13:10 - **Break 2**

13:20 - [STEMS & Outreach Opportunities](#) / [New Hire Bridge](#)

13:40 - [Quality Management](#)

14:00 - [Mandatory NCIS Training \(Initial Face-to-Face Counterintelligence Awareness and Reporting Course - CIAR\)](#)

14:45 - [Wrap Up \(Complete Survey\)](#)

*= Mandatory Training

Note: Schedule and agenda is subject to changes.



Welcome

- Welcome - Introductions
- Agenda
- Log in and go to
<https://twms.dc3n.navy.mil/login.asp>
- Survey

Equal Employment Opportunity (EEO) Training

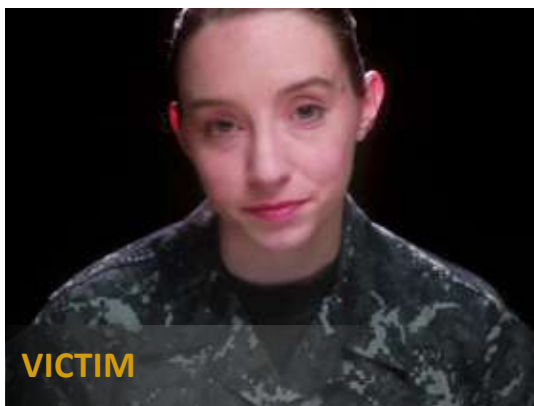
DEPARTMENT OF THE NAVY

Sexual assault prevention: One TEAM, ONE FIGHT Training

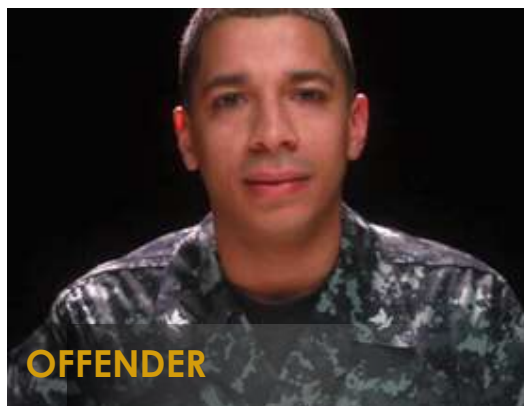


Sexual Assault Prevention and Response Training v1.0

The office



SN Caitlin Burns



LS3 Brad Davis



Mr. Walter Jackson

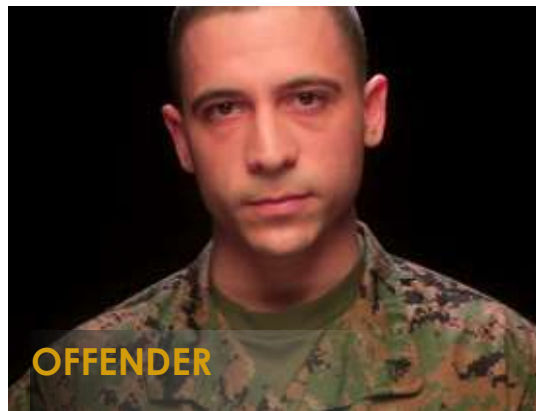
“He’d always find some excuse to touch me...”

Sexual Assault and prevention: One Team, One

PROMOTION PARTY



Cpl Emily Tanner



Cpl Brett Elliott



Ms. Jenna Chu

"Everyone knows we'd had sex before..."

Sexual Assault and prevention: One Team, One



Ms. Marie Hughes



Mr. John Thomas



LT Carolyn Jones

"Civilians, active duty...

...we all work for the Department of the Navy...

...we all know the rules."

Sexual Assault and prevention: One Team, One

Three Scenarios

The Office



Promotion Party



On TDY



Sexual Harassment

Sexual harassment: a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct when a person's job, pay, or career is placed at risk; or when it creates an intimidating, hostile, or offensive work environment.

*Sexual harassment is handled by **EEO (civilian)**
or **EO/CMEO (military)** .*

Sexual Assault and prevention: One Team, One Mission

Sexual assault (DOD Training Definition)

Sexual assault: intentional *sexual contact* characterized by use of force, threats, intimidation, or abuse of authority; or intentional sexual contact when the victim does not or cannot consent.

Sexual assault includes rape, forcible sodomy (forced oral or anal sex), and other unwanted sexual contact that is aggravated, abusive, or wrongful (including unwanted and inappropriate sexual contact), or attempts to commit these acts.

SEXUAL ASSAULT IS A CRIME

Sexual Assault and prevention: One Team.

Sexual assault (DOJ definition)



Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient.

Falling under the definition of sexual assault are sexual activities such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

confidential resources

All DON Civilians

**** Sexual Assault Response Coordinator (SARC)**

**** SAPR Victim Advocate (VA)**

- **DON Civilians with access to Military Medical**
- **Active Duty Service Members**

***Sexual Assault Response Coordinator (SARC)**

***SAPR Victim Advocate (VA)**

***Counselors**

Chaplains

***‡ Military Medical**

Safe Helpline / Local Hotlines

Legal Assistance Attorney

***Personnel who can accept a DoD Restricted Report**

****SARCs and VAs will provide DON civilians with immediate crisis SAPR support and connect them to appropriate resources and services.**

‡ In California and some other states, medical providers are required to report sexual assault to law enforcement and cannot offer a restricted report.

Sexual Assault and prevention: One Team, One Mission

ACTIVITY

Imagine you're at a friend's house to celebrate a birthday. There are a lot of people there. There's a lot of alcohol, too. Everyone's having a good time. You notice that Sam and Taylor have been talking all night, but Sam has been drinking heavily and toward the end of the night, Sam is so unsteady that standing becomes difficult.

Taylor helps Sam to the couch and becomes increasingly "friendly." Sam seems more interested in going to sleep. You hear Taylor convince Sam that the guest bedroom will be much more comfortable, and they start to make their way. You're worried.

Think about the intervention techniques we just discussed. What do you do? Be creative!

RESOURCES

**FOR CONFIDENTIAL ADVICE AND GUIDANCE
ON ANY TYPE OF HARRASSMENT,
CONTACT:**

Wanda Jimenez-Barkdoll: 301-227-0090

Deputy Director, EEO, Diversity & Inclusion

Christina Suggs: 301-227-8989

Complaints Program Manager (acting)

Meg McConnell: 301-227-5039

Labor & Employee Relations (LER) Branch Head (acting)

DON EEO Counseling/Advice Line: 800-253-0931

Sexual Assault and prevention: One Team, One Fight

Sexual Assault Response Coordinators (SARC)

Division Site	SARC Phone #
West Bethesda	301-400-2411
Philadelphia	732-866-2585
Navy Yard	202-433-3171
Little Creek	757-462-3584
Fort Lauderdale	904-548-8392
Memphis	901-874-7423
Bangor	360-340-7156
Bayview	425-754-9867
Ketchikan	360-914-7834

Department of Defense Safe Helpline

The Safe Helpline provides confidential, live 1-on-1 help worldwide 24/7

Toll Free: 877-995-5247

www.safehelpline.org

Sexual Assault and prevention: One Team, One Fight

Equal Employment Opportunity (EEO)

Title VII Discrimination Compliant Training

PURPOSE

Provide training on Title VII, Alternative Dispute Resolution, Anti – Harassment/ Hostile Work Environment, and Reasonable Accommodation

AGENDA

- **Complaint Process**
- **Alternative Dispute Resolution**
- **Anti – Harassment/ Hostile Work Environment**
- **Reasonable Accommodations**

IT ALL BEGINS...

- ☐ An employee, applicant, or former employee contacts the EEO Office within **45** calendar days of an alleged discriminatory act (an action has to have occurred)
- ☐ It is the employee/applicant's **PERCEPTION** of the alleged discriminatory act!



BASIS FOR COMPLAINTS

- ☐ Race
- ☐ Sex
- ☐ Color
- ☐ Age
- ☐ Religion
- ☐ National Origin
- ☐ Reprisal
- ☐ Disability
- ☐ Genetics

*Per the:
Civil Rights Act of 1964*

Age Discrimination Act

Equal Pay Act

Disabilities Act

*Genetic Information Nondiscriminatory Act
of 2008*

The ADA Amendments of 2008

BASIS FOR COMPLAINTS

- ☐ **Race** : “Race” is defined as (a) a class or group of individuals with common characteristics, interests, appearance, or habits as if derived from a common ancestor or (b) a division of mankind possessing traits that are transmissible by descent and sufficient to characterize it as a distinct human type. EX: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, White or Caucasian
- ☐ **Sex** : Male, Female, Lesbian, Gay, Bisexual, Transgender (LGBT)
- ☐ **Color** : Color discrimination can occur in the absence of racial discrimination when members of the same race are treated differently because of their differing skin colors such as light/darker, blue, red, yellow skin tone.
- ☐ **Age** : The Age Discrimination in Employment Act (ADEA) of 1967 - The ADEA prohibits discrimination in employment on the basis of age against individuals 40 years of age and older.

BASIS FOR COMPLAINTS

- ❑ **Religion:** Guidelines "...do not confine the definition of religious practices to atheistic concepts or to traditional religious beliefs. Under the Guidelines, a belief is religious not because a religious group professes that belief, but because the individual sincerely holds that belief with the strength of traditional religious views." Based on that definition, all types of religious beliefs are protected by the law, including traditional, established beliefs, such as Catholicism, Islam, or Judaism, and non-traditional faiths, such as paganism. A lack of a religious belief is also included in the definition, so atheists are also protected.
- ❑ **National Origin:** defined as, but not limited to because of an individual's or ancestors' country of origin or because an individual has the physical, cultural, or linguistic characteristics of a particular national origin group.
- ❑ **Reprisal :** Protection from reprisal against any person who becomes involved in the EEO process. Witnesses, aggrieved persons/complainants, representatives, management officials, counselors, and members of the EEO staff are all protected.

BASIS FOR COMPLAINTS

- ☐ **Disability:** The Rehabilitation Act of 1973 prohibits discrimination on the basis of mental and physical disability.
- ☐ **Genetics:** Genetic Information Nondiscrimination Act of 2008 (GINA) - it is illegal to discriminate against employees or applicants because of genetic information. Title II of GINA prohibits the use of genetic information in making employment decisions, restricts acquisition of genetic information by employers and other entities covered by Title II, and strictly limits the disclosure of genetic information.
- ☐ **Equal Pay Act (EPA) of 1963:** The EPA is the oldest of the laws enforced by the EEOC. It prohibits employers from paying employees of one sex lower wages than those of the opposite sex who perform equal work. Equal work means that jobs being compared require equal skill, effort, and responsibility and are performed under similar work conditions.

Informal Stage:

Aggrieved files Pre-complaint (Informal)
within **45** calendar days of alleged incident

Counseling

EEO Counselor conducts:

- Informal Counseling Inquiry
[**30 calendar days**] [processing time
can be extended additional 60
calendar days not to exceed 90
calendar days]
- Attempts Resolution
- Prepare EEO Counselor
Report
- Final Interview
- Notice of right to file

Mediation

If Mediation is accepted:

- Automatic 90 calendar day processing time
- Neutral 3rd party conducts mediation
- Parties develop their own resolution (Negotiated Settlement Agreement) this settles the complaint
- If mediation is not successful, a notice of right to file a formal complaint is issued.

COMPLAINT PROCESS

DON Discrimination Complaints Management Manual



Formal Stage:

- ☐ **Formal complaint filed (*within 15 calendar days*)**
- ☐ **Decision by EEO Officer to accept or dismiss issues for investigation after legal review – Do not determine merit or whether or not discrimination occurred**
*****Criteria under DON Discrimination Complaints Management manual**
- ☐ **Investigation**
- ☐ **Post Investigative Notice of Options – 30 days to select either:**
*****Equal Employment Opportunity Commission OR ***Final Agency Decision (FAD)**
EEOC Administrative Judge
- ☐ **Appeal to EEOC**
- ☐ **File Civil Action - U.S. District Court**

RETALIATION

What is Retaliation?

The EEOC defines retaliation as any adverse treatment or action that is based on a retaliatory motive, and is reasonably likely to deter the complainant or others from engaging in protected EEO activity.

EEO Activity Actions protected:

- EEO counseling
- Acting as an EEO representative
- Speaking out against discrimination
- Providing evidence
- Testifying at an EEO hearing
- Requesting reasonable accommodation.

Retaliatory Harassment

Be careful what you say!

An unchecked emotional response to an EEO complaint can easily become an unlawful reprisal.

ALTERNATIVE DISPUTE RESOLUTION



Alternative Dispute Resolution – ADR, “is any procedure that is used to resolve issues in controversy, including, but not limited to, conciliation, facilitation, **mediation**, fact finding, mini-trials, arbitration, and the use of ombuds, or any combination thereof.”

- Administrative Dispute Resolution Act of 1996***

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*****Mediation** is the Navy’s preferred method of early resolution.***

*****Mediation** is a process in which an impartial third party assists parties in finding a mutually acceptable solution to their dispute.***

***\*\*It is both voluntary and confidential.***

# MEDIATION

***Mediation in the EEO Process – Title VII Basis included***

***Mediation in Non-EEO or Workplace Conflicts – No Title VII Basis included***

- ☐ ***Same process – 4 or 5 basic stages***
- ☐ ***Same benefit - less time and less cost involved***

***Please keep in mind that participation in mediation is no guarantee that you will automatically get what you're asking for!***

## **Anti - Harassment and Hostile Work Environment**

# UNLAWFUL HARASSMENT

**1. Includes, but is not limited to, unwelcome conduct, intimidation, ridicule, insult, offensive comments or jokes, or physical conduct based on race, color, religion, sex (whether or not of a sexual nature), national origin, age (over 40), disability, genetic information or reprisal when:**

- an employee's acceptance or rejection of such conduct explicitly or implicitly forms the basis for a tangible employment action affecting the employee, or
- the conduct is sufficiently severe or pervasive as to alter the terms, conditions or privileges of the employee's employment or otherwise create a hostile or abusive work environment. This type of harassment does not involve discrete personnel actions such as a denial of promotion.

**2. The harasser can be a person's supervisor, a supervisor in another area, a coworker or someone who is not an employee of the agency, such as a contractor or customer.**

# UNLAWFUL HARASSMENT, CONT

**3. Under Federal anti-discrimination laws, the agency is automatically liable for unlawful harassment by a supervisor that results in a tangible (negative) employment action, such as termination or a failure to promote. If the supervisor's harassment results in a hostile work environment but not in a tangible employment action, the agency can avoid liability only if it can prove that:**

- it reasonably tried to prevent and promptly correct the harassing behavior, and
- the employee unreasonably failed to take advantage of any preventive or corrective opportunities the agency provided.

**4. The agency will be liable for harassment by nonsupervisory employees or nonemployees it has control over (for example, independent contractors or customers on the premises), if it knew or should have known about the harassment and failed to take prompt and appropriate corrective action.**

# RESPONSIBILITIES OF SUPERVISORS AND MANAGEMENT OFFICIALS

1. Supervisors and managers-both civilian and military supervisors of Navy employees have a responsibility to maintain a workplace free of harassment. Supervisors **must** show a reasonable effort to promptly prevent, respond to and correct harassing behavior in the workplace. When an employee makes a complaint to a management official about alleged harassment, **the law obligates** management to investigate the allegation regardless of whether the harassment rises to the level of being severe or pervasive as required under Federal anti-discrimination laws. Complaints of harassment also do not need to conform to any particular format or be in writing.

2. Management **must** promptly address allegations of harassment with the employees directly involved in the incident, along with any witnesses who might have firsthand information. **It is very important to demonstrate that management takes the allegations seriously and will not condone offensive behavior.** Management must take prompt preventive and corrective action, including discipline, as appropriate, in consultation with the servicing OCHR, Management Employee Relations (MER) division.

# ***AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT***

**ADAAA: Definition of Disability**

**+**

**ADA: Reasonable Accommodation  
and Nondiscrimination**

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**= ADA as Amended**

# DISABILITY

*Same basic three-part definition:*

- *A physical or mental impairment that substantially limits a major life activity;*
- *A record of such an impairment;*
- *Being regarded as having a disability*

*However, Congress has changed the meanings of key terms used in these definitions and has broadened the definition and scope of what can now be considered a disability*





reasonable  
accommodations

## What is Reasonable Accommodation?

***“A change in the work environment or in the way things are customarily done which would enable an individual with a disability to enjoy equal employment opportunities.”***

## Three Categories of Reasonable Accommodations

*Modification or adjustments:*

- ☐ ***job application process** (large print or Braille)*
- ☐ *perform the **essential functions** of the job (interpreters, readers, computer software)*
- ☐ ***remove physical barriers** to enable employees with disabilities to enjoy equal benefits and privileges (office, cafeteria - Compliance to Federal Accessibility Standards)*

# REASONABLE ACCOMMODATIONS

## Who can request a RA?

### ☐ Employee/Family member/Representative

- *An employee, family member or representative of the employee may let the employer know that he/she needs an adjustment or change at work for a reason related to a medical condition.*

### ☐ Supervisor when he/she:

- *Knows that the employee has a disability,*
- *Knows, or has reason to know, that the employee is experiencing workplace problems because of a disability, and*
- *Knows, or has reason to know, that the disability prevents the employee from requesting a reasonable accommodation*

### ☐ Applicant

- *During the application process*

## How is a RA Requested?

- ☐ **A request does not have to be in writing**

- *Although followed-up in writing*

- ☐ **There are no magic words**

- *Plain English, the words reasonable accommodations need not be used*

*When it is communicated by the employee or other appropriate individual that there is a need for an adjustment or change at work for a reason related to a medical condition, the RA process begins.*

## What Happens Once a RA Request Is Made?

- **Interactive discussion should begin immediately**
  - *The interactive discussion is a continuing dialogue throughout the reasonable accommodation process*
- **Request is forwarded to DPM**
  - *The RA Advisory Team must begin processing*
  - *The interactive process will determine:*
    - *If the person has a disability as defined under the ADA/Rehab Act*
    - *If the person is qualified*
    - *What the employee's needs are*
    - *An effective accommodation*

## When is Medical Documentation Required?

*When a disability and/or the need for accommodation is not obvious, management may ask the individual for medical documentation regarding his/her disability and functional limitations.*

*Reasonable documentation is only the documentation needed to establish that the person has a disability (under the ADA) and that the disability necessitates a reasonable accommodation.*

## Decision to Accommodate

*A qualified employee with a disability is entitled to an **effective accommodation**, not the accommodation of choice—so long as it is sufficient to meet the job-related needs of the individual being accommodated and removes the workplace barrier that is impeding employment benefits.*

- *The employee's supervisor is responsible for the final decision as to what accommodation, if any, will be provided,*
- *The accommodation has to work for management and it has to work for the employee.*



## Decision to NOT Accommodate

- An accommodation may be denied only when:
- *The individual is determined not to have a disability, as defined under the ADA/Rehab Act*
  - *The person cannot perform the essential functions of the job with or without an accommodation, and reassignment efforts were unsuccessful*
  - *The accommodation creates an undue hardship*
  - *The individual posed a direct threat to health or safety*

## Denials

- ☐ *Written notification*
- ☐ *If an alternate reasonable accommodation is offered, justification for that decision should be explained*
- ☐ *Must provide an explanation of informal procedures available for a review of the denial action:*
  - *Informal discussion with decision-maker*
  - *Appeal to next level of supervision*
  - *ADR (not required to file an EEO Complaint)*
  - *Applicant can file an EEO Complaint based upon denial*

# POINTS TO REMEMBER

- *All Complaints are filed against the Secretary of Navy*
- *Managers **MUST** support the EEO process – failure could result in finding against Navy*
- *Complaints are filed on the employee/applicant's perception of discrimination*
- *EEO Counselors have authority to request documents and interview witnesses in order to complete an inquiry.*
- *Mediation is a cost effective way of resolving disputes*
- *EEO Office does NOT determine merit – EEO does not determine whether or not discrimination occurred.*
- *If the complaint starts with you, **YOUR** agency is financially responsible!*

# WE HAVE COVERED

- **Complaint Process**
- **Alternative Dispute Resolution**
- **Anti – Harassment/ Hostile Work Environment**
- **Reasonable Accommodations**

# Questions?



# Break 1

# Break 1



# Travel 101 Training

*Ralph Miller, Code 0132*



# AGENDA

- **Approving Official**
- **Approving Official Requirements**
- **Pecuniary Liability**
- **Five (5) Day Travel Voucher Submission**
- **Government Travel Charge Card (GTCC) Usage**
- **Types of GTCC: IBA, CBA**
- **Reviewing Official Travel (Air, Lodging, Rental Car, M&IE,etc)**
- **After the Trip (Actions to Complete)**
- **Travel Receipts and Flat Rate Per Diem Overview**
- **Common Errors on Travel Orders/Vouchers**
- **NSWCCD Travel Office Points of Contact**



# APPROVING OFFICIAL

The Approving Official (AO)/Certifying Official (CO) in DTS is the individual in the traveler's supervisory chain who

- Controls the mission
- Directs/authorizes travel (**Authorization**)
- Certifies/Approves travel claims (**Voucher**)
- Determines funds availability/obligates travel funds
- Approves trip arrangements/travel expenses
- Documents all exceptions to normal travel policy
- Applies the “APPROVED” stamp in DTS



# APPROVING OFFICIAL REQUIREMENTS

-  **Must be appointed in writing as an Approving Official (AO)/Certifying Official (CO) on DD Form 577**
-  **Must register and complete DD577 forms via NSWCCD DD577 Tracker Tool. Contact Code Admin Officer to assist with DD577 Tracker Tool.**
  - Tracker Tool Registration  
<https://wwwdd.csd.disa.mil/registration/WCDD577/>
  - Tracker Tool Site  
[https://wwwdd.csd.disa.mil//ddapp/mods/Tracker/?instance\\_id=214](https://wwwdd.csd.disa.mil//ddapp/mods/Tracker/?instance_id=214)
-  **Must complete Certifying Officer Legislation (COL) training**  
[http://www.defensetravel.dod.mil/Training/DTS/COL\\_Training.cfm](http://www.defensetravel.dod.mil/Training/DTS/COL_Training.cfm)
-  **Both DD 577 and COL certificate must be kept on file per DoDFMR Vol 5, para 110203, this will be done via DD577 Tracker Tool**
-  **Pecuniary Liability – 31 US Code 1517**

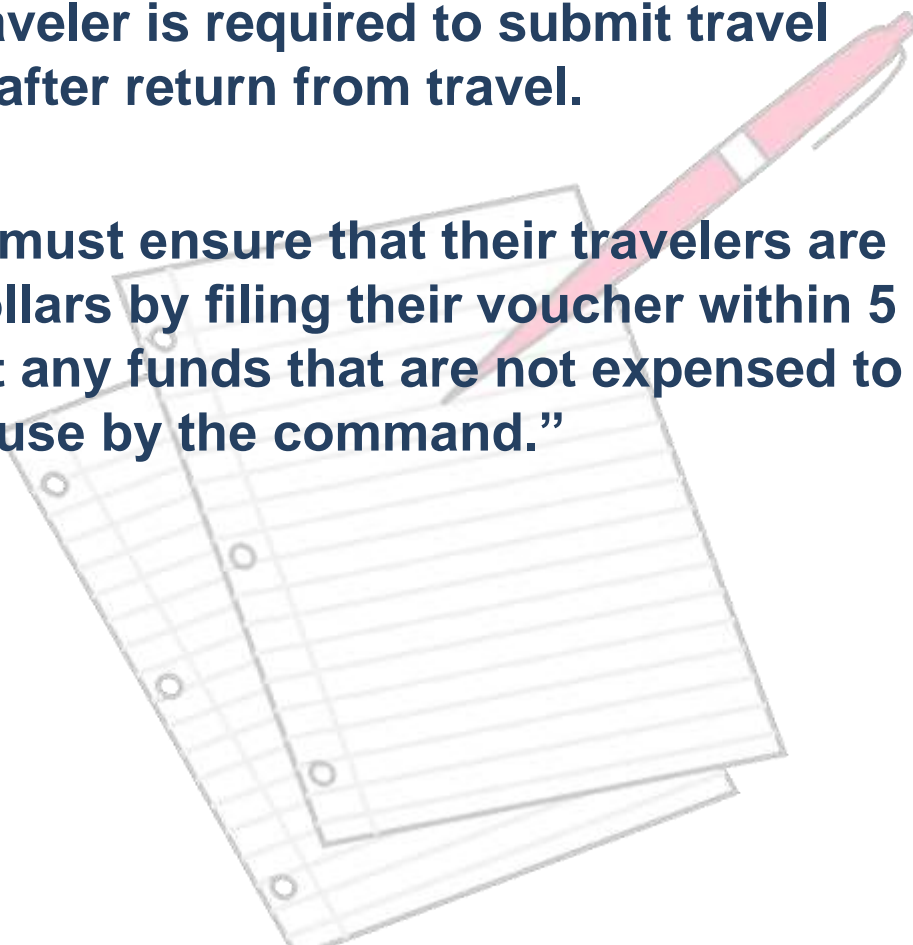
# PECUNIARY LIABILITY

- An AO/CO has unlimited pecuniary liability for all payments that they approve
- If you approve an authorization or voucher that is not legal, proper, or correct, purposely or not, you may be required personally to pay all or part of the disputed expenses
- AO has broad authority to approve expenses but, **PROTECT** your liability...

***DODFMR, Volume 5, Chapter 33, paragraphs 330505, and section 3307 for more detailed information***

# FIVE (5) DAY TRAVEL VOUCHER

- Per JTR and recently issued Assistant Secretary of Navy (ASN) Memo (dated 15 June 2018), Traveler is required to submit travel voucher within 5 working days after return from travel.
- Per ASN Memo, “Commands must ensure that their travelers are good stewards of taxpayer’s dollars by filing their voucher within 5 days. This will help ensure that any funds that are not expensed to support travel are available for use by the command.”



# GOVERNMENT TRAVEL CHARGE CARD (GTCC) USAGE

## Supervisors should ask:

- Does the traveler have a government credit card? (DoDI 5154.31 Vol 4)
  - Contact Susan Fitzgerald 301-227-0143 for application link and training requirements.
- Is **airfare** charged to personal government travel credit card (IBA), ensure GOVCC-I is selected
- Is **airfare** charged to centrally billed account (CBA) and shows CENTRAL BILL on document preview screen



# GTCC: INDIVIDUALLY BILLED ACCTS (IBA)

## ➤ Individually Billed Accounts (IBA)

- IBA cards are issued to DoD personnel (military or civilian) in order to access travel funds from their individually billed GTCC account,
  - Greater use of IBA cards will mitigate problems associated with unused airline tickets and improper payments,
  - Reduce costs associated to reconcile and pay Centrally Billed Account (CBA) invoices, and
  - Bring DoD practices in line with GAO recommendations included in their GAO-04-398 report.
- 
- IBA cards are **not for personal use**, not transferable and for use only by the individual issued the card.
- 
- The individual cardholder is liable for payment of the full undisputed amount indicated on the billing statement no later than the due date, regardless of the status of their travel reimbursement.

# GTCC: INDIVIDUALLY BILLED ACCTS (IBA), cont.



➤ Supervisors should instruct their travelers to apply for GTCCs upon reporting onboard.

➤ There are 2 types of IBA Cards:

➤ Standard Travel Cards:

- Standard cards are issued to individuals with a qualifying credit score (FICO score of 660+).
- Standard accounts are activated upon verification of receipt of the card.
- The APC had the authority to increase the limits on a temporary basis, as needed/when requested, to meet mission requirements.

➤ Restricted Travel Cards:

- Restricted cards are issued to individuals with non-qualifying credit score (FICO score of 500-659), individuals with no credit history, or to selected individuals as directed by their commander or supervisor.
- Restricted cards will remain in an inactive status after receipt of verification of the card.
- The cardholder must contact their APC to request activation of the card for each period of travel.
- The APC will only activate restricted travel cards for official travel periods, cards will be deactivated upon completion of official travel unless mission requirement dictate otherwise.

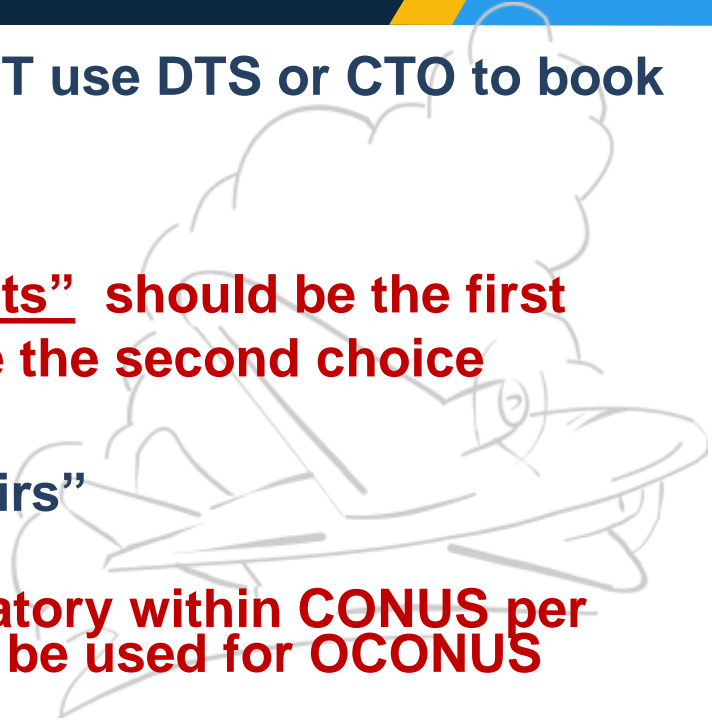
# GTCC: CENTRALLY BILLED ACCOUNTS (CBA)

## ➤ Centrally Billed Accounts (CBA)

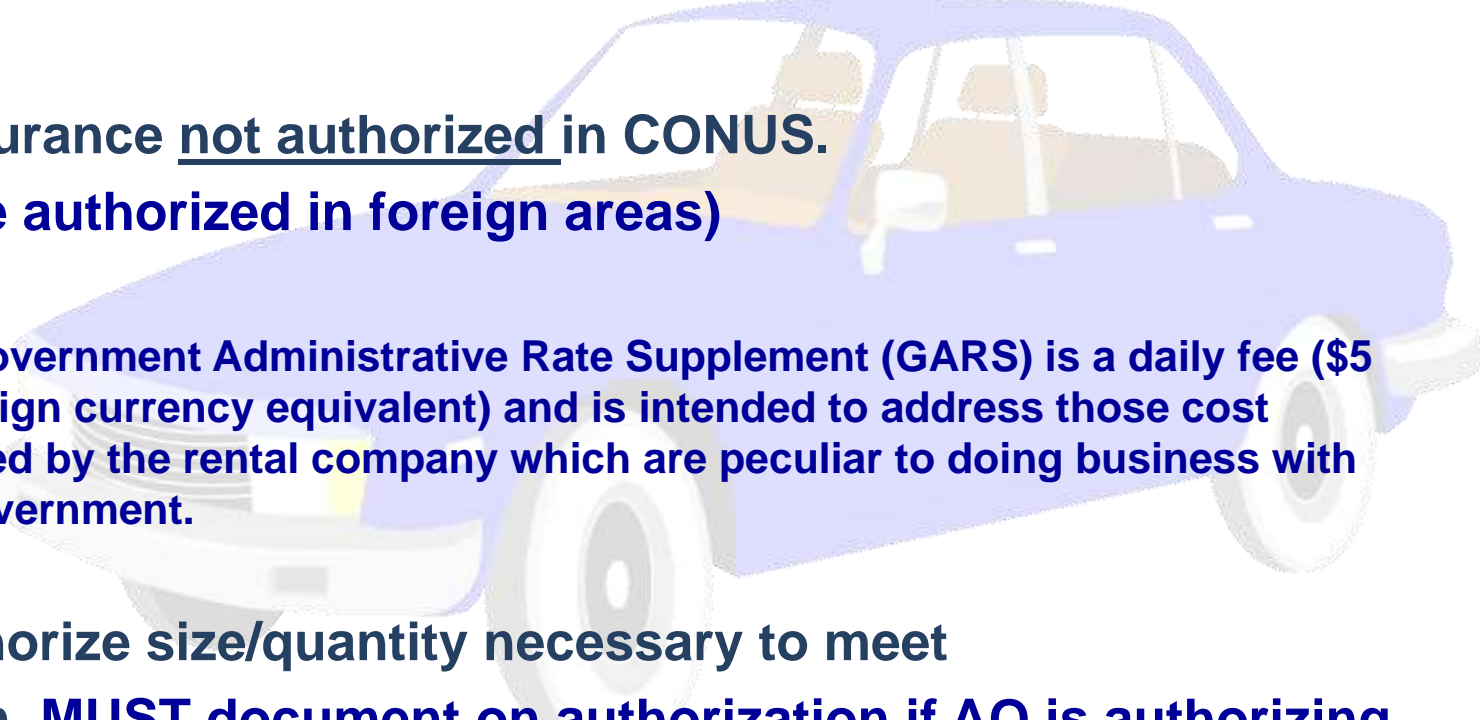
- A CBA is a travel card account issued to a DoD Activity (i.e., NSWCCD)
- CBAs are a government liability; therefore, payments are subject to the Public Law 97-177, the “Prompt Payment Act of 1982.”
- Transportation CBA travel card accounts are issued to Command for use in purchasing transportation, including airline, bus, and rail tickets.
- Due to the additional costs to the Department of maintaining and reconciling CBAs, CBA purchases should be **LIMITED** and **ONLY** for travelers who have not been issued an IBA.
- CBA Transportation purchases are made through Defense Travel System (DTS) or via Commercial Travel Office (CTO)



## REVIEWING OFFICIAL TRAVEL COMMERCIAL AIR

- 
- **Mandatory Policy - Travelers MUST use DTS or CTO to book all travel reservations.**
  - **Contract “City Pairs capacity limits” should be the first choice and “City Pairs” should be the second choice**
  - **Can authorize other than “City Pairs”**
  - **American Flag Carriers are mandatory within CONUS per the “Fly America Act” and should be used for OCONUS travel if available**
  - **Coach Class should always be used**
    - Authorizing Premium-class. Only officials listed in JTR, par. 3510, may authorize/approve First/Business-class accommodations use (two-star level or Director, Navy Staff).

## TRAVEL EXPENSES: RENTAL CAR

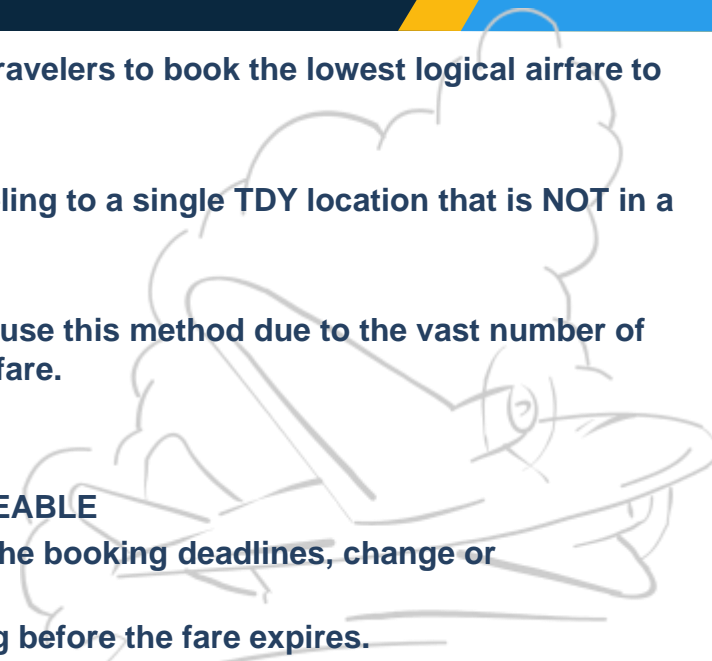
- 
- **AO cannot direct a traveler to use a rental vehicle**
  - **Extra insurance not authorized in CONUS.**  
**(May be authorized in foreign areas)**
    - **The Government Administrative Rate Supplement (GARS) is a daily fee (\$5 or foreign currency equivalent) and is intended to address those cost incurred by the rental company which are peculiar to doing business with the government.**
  - **Can authorize size/quantity necessary to meet mission. **MUST** document on authorization if AO is authorizing vehicle other than compact car.)**
  - **Pre-paid and/or “top off” fuel service is not authorized**

# LODGING

- **Lodging must be booked in DTS or via CTO**
- **Department of Defense (DoD) regulations require official travelers to use available and adequate Government quarters (i.e., DoD lodging facilities) when traveling to DoD Installations participating in the Integrated Lodging Program Pilot (ILPP)**
- **For certain situations an AO can authorize up to 300% of the published per diem rate with documentation\*\***
- **Do not reimburse if staying with relatives/friends**  
**\*\*Document in DTS if authorizing over the max per diem rate**

# LOWEST LOGICAL AIRFARE (Effective June 2018)

- A recent DTS software update (June 2018) now allows travelers to book the lowest logical airfare to include use of the restricted fares.
- To book a restricted fare in DTS, traveler **MUST** be traveling to a single TDY location that is **NOT** in a City Pair market and have a Government Travel Card.
- Warfare Center wide, we are not encourage travelers to use this method due to the vast number of restrictions and rules associated with lowest logical airfare.
- Key points to remember:
  - Tickets are **NON-REFUNDABLE** and **NON-CHANGEABLE**
  - Read the fare rules to ensure traveler is aware of the booking deadlines, change or cancellation restrictions, etc.
  - Timely AO approval is critical to ensuring ticketing before the fare expires.
    - DTS will send email to AO indicating traveler selected, and CTO booked, a restricted fare. Emails will be sent at 18, 12, and 6 hrs before ticketing date/ticketing time. The authorization **MUST** be approved before the time limit expires.
  - If traveler amends an authorization, DTS prompts traveler to cancel authorization and begin again.
    - If the AO returns travelers authorization with the **RETURN FARE EXPIRED** stamp applied, traveler **MUST** cancel authorization and create a new one. Traveler may not try to re-book another flight on the same authorization.
  - If trip is cancelled or traveler exchanges a restricted ticket:
    - It is the traveler's responsibility to contact CTO (SATO) to determine how much residual ticket value (value of original ticket less any cancellation fees), if any, remains on ticket, and to track the use of the residual value, to minimize the monetary loss to DoD.



# LODGING: Integrated Lodging Program Pilot (ILPP)

- **Department of Defense (DoD) regulations require official travelers to use available and adequate Government quarters (i.e., DoD lodging facilities) when traveling to DoD Installations participating in the Integrated Lodging Program Pilot (ILPP)**
- **All TDY travelers performing any portion of their TDY mission at a DoD installation must list the installation on their travel orders, even when the installation and city share the same name (e.g., Los Angeles Air Force Base and Los Angeles)**
- **All TDY travelers performing TDY mission duties on DoD Installations participating in the ILPP must stay in available lodging facilities that are bookable in DTS, in the following order of priority, in accordance with the JTR:**
  - **1. Government quarters (i.e., DoD lodging facilities)**
  - **2. DoD privatized lodging**
  - **3. DoD Preferred Commercial lodging**
  - **4. Other lodging that complies with U.S. Fire Administration guidelines**
- **All TDY travelers must obtain a non-availability (NA) confirmation number through DTS or from the DoD lodging office where the traveler is attempting to stay, to qualify for maximum allowable commercial lodging reimbursement when TDY to a DoD Installation participating in the ILPP. Any TDY travelers who do obtain a NA confirmation number will be reimbursed only what the Government would have paid for directed lodging.**

# LODGING: Integrated Lodging Program Pilot (ILPP)

- Traveler must use DTS to make DoD and DoD Privatized lodging reservations.
- If reservation is not available in DTS, traveler should book through [www.dodlodging.net](http://www.dodlodging.net)
- List of pilot programs can be found via DTMO website (see link) and/or on Code 01 SharePoint site. [https://www.defensetravel.dod.mil/Docs/ILP\\_Pilot\\_Start\\_Dates.pdf](https://www.defensetravel.dod.mil/Docs/ILP_Pilot_Start_Dates.pdf)
- Additional information and FAQs can be found on DTMO site <https://www.defensetravel.dod.mil/site/lodging.cfm>

***ASN is cracking down and starting to enforce use of ILPP.***

# MEALS & INCIDENTAL EXPENSES (M&IE)

- **First/last day - 75% of the M&IE rate**  
*Note: No reductions can be made on first & last day*
- **Full M&IE rate: Prescribed for other days unless AO prescribes government meal rate (GMR) or proportional meal rate (PMR)**
- **Cannot decrease a meal rate after the fact except for meal included in a registration fee**



# Miscellaneous Reimbursable Expenses

- **Non-refundable room deposits when TDY is cancelled**
- **Computer connections to perform official government business**
- **Parking fees at terminals - NTE cost of round trip taxi fare plus tips**
- **Excess baggage**
- **Mileage to and from airport**
- **Currency conversion fees**
- **Resort fees**
- **Tips for baggage handling – ONLY for travelers with a disability/special need**



# NON-REIMBURSABLE EXPENSES

- **ATM fees**
- **Communication services**
- **Laundry/dry cleaning expenses**
- **Mission related expenses**
- **Phone calls, official/personal**
- **Tips ICW transportation**
- **Tips for baggage handling**
- **Personal expenses**
- **Insurance, rental car**
- **Accidents while driving POV (windshield, fender etc.)**
- **Pre-paid/“top off” fuel service**

# After the Trip

# AFTER THE TDY TRAVEL



**AO's main responsibility is to ensure travel claim payments are:**

- **Legal**
- **For Official Business**
- **Properly Authorized**
- **Accurately Prepared**
- **Supporting Documentation Retained for Review**

# RECEIPTS

- Travelers must obtain a final itemized paid receipt **for Airfare, Lodging, and Rental Car regardless of the cost**
- Lodging expenses regardless of amount
  - Should identify name of hotel, dates of lodging, daily rate, number in room, single room cost and amount paid
- Signed statement in lieu of receipt is authorized if impractical to obtain or have been inadvertently lost or destroyed.
- The AO must determine whether or not the expenses claimed are reasonable. Expenses can be disallowed if they are:
  - Inflated
  - Higher than normal for similar services in the locality

# RECEIPTS – OTHER EXPENSES

- **Receipts are required for all expenses of \$75 or more (per local policies - more receipts could be required)**
- **Receipts should be itemized to include:**
  - Name of company providing service**
  - Type of expenses incurred**
  - Amount paid**
- **Traveler must attach all receipts to voucher by either faxing or scanning into DTS**

# COMMON ERRORS ON TRAVEL ORDERS

## AIRFARE:

- Airfare amount is claimed twice (entry under non-mileage).
- Incorrect airfare receipt is attached as a substantiating document.
  - Correct airfare travel invoice/receipt is the one emailed to the traveler from Carlson Wagonlit/SATO prior to travel.



- Receipt does not match amount claimed.
- Airfare reimbursed to incorrect form of payment (Centrally Billed Account purchased airline ticket, however, airline ticket reimbursed to Individually Billed Account).

# COMMON ERRORS ON TRAVEL ORDERS

## RENTAL CARS:

- Rental car receipt does not match amount claimed.
- Gasoline cost is claimed twice.
- Reimbursement for extra insurance - Loss Damage Waiver (LDW). This is a non-reimbursable expense for travel within CONUS.
- Missing rental car receipt.
- Reimbursement for parking tickets or keys locked in vehicle.
- Attaching vehicle agreement as a receipt instead of actual final receipt.
- Rental car obtained for TDY travel used for other than official business.

# COMMON ERRORS ON TRAVEL ORDERS

## LODGING:

- Lodging claimed twice.
- Lodging amount claimed does not match attached receipt.
- No lodging receipt attached.
- Lodging receipt attached as lump sum instead of itemized per day. Lodging reimbursed without itemized receipt.
- Method of reimbursement is incorrect.
- Tax is separated out for OCONUS travel (taxes should be included in the daily rate of OCONUS only).
- Missing currency conversion rates for hotels, taxis, etc. (Traveler's responsibility to provide conversion rate and foreign currency to U.S. dollars totals on receipts).



# COMMON ERRORS ON TRAVEL ORDERS

## MISCELLANEOUS:

- Claiming expenses for others. (i.e., traveler uses their Government credit card to pay for the lodging of another traveler).
- Claiming meals twice. Meals claimed through Per diem Entitlements and as non-mileage expenses.
- ATM cash advanced claimed. Travelers are being reimbursed for the total amount received from the ATM.
- Non-reimbursable items claimed. See APP G of the JTR.
- Gas claimed when using POV.
- Mileage to/from terminal (when departing residence) is different on prior vouchers. When departing residence and parking personal vehicle, mileage should be consistent on every voucher.

# NSWCCD TRAVEL OFFICE POCs



## NSWCCD TRAVEL OFFICE STAFF:

- Kristy Ross, Employee Services Division Head  
301-227-1134, [kristina.ross@navy.mil](mailto:kristina.ross@navy.mil)
- Ralph Miller, Lead Travel Analyst  
301-227-1513, [ralph.miller@navy.mil](mailto:ralph.miller@navy.mil)
- Denise Leonard, Travel Analyst (PCS/TCS/DTS)  
301-227-1659, [denise.leonard@navy.mil](mailto:denise.leonard@navy.mil)
- David Callis, Travel Analyst (DTS/CBA)  
301-227-2952, [david.callis1@navy.mil](mailto:david.callis1@navy.mil)
- Brittany Payne, Travel Analyst (DTS)  
301-227-4298, [Brittany.b.payne1@navy.mil](mailto:Brittany.b.payne1@navy.mil)

**Questions?**

Check out Code 013's new SharePoint site for additional information

<https://navsea.navy.deps.mil/wc/crdrcode01/CPD/es/Travel/SitePages/Home.aspx>

# Navy ERP Overview

(Enterprise Resource Planning)

**Navy ERP is an integrated business management system that modernizes and standardizes Navy business operations, provides unprecedented management visibility across the enterprise, and increases effectiveness and efficiency.**

## ➤ Workflow-Enabled Process Automation

- Navy ERP is an integrated system enabled by workflow.
- Workflow is used to speed up business activities, reduce errors and provide an audit trail of user actions.
- Navy ERP workflow enables process automation and supports approvals and messaging.
- Workflow related items are managed using the Navy ERP inbox, also called the Universal Work list.

## ➤ Enterprise-Wide Data Monitoring & Reporting

- Data in Navy ERP can be manipulated and analyzed to **generate reports**.
- Reporting capabilities vary based on the business process and include **standard reports** and ad hoc query functionality for **Business Warehouse** users.
- All Navy ERP reporting capabilities **enable enterprise-wide data** visibility and promote accountability throughout the system

## ➤ Navy ERP Portal Access Point

- The Navy ERP Portal is your main access point for all Navy ERP tools.
- Single Sign On (SSO) is a technical solution designed to reduce the amount of times a user needs to log on to access enterprise systems and multiple tools. Navy ERP uses SSO.
- You need a Common Access Card (CAC) and PIN to access Navy ERP
- Navy ERP Home Page, is your single point of entry for all Navy ERP Tools.
- In Navy ERP, you can navigate to pages and access functionality based on your assigned Navy ERP Roles(s)

# Navy ERP Scenarios and Functional Modules

Navy ERP is designed around six business process scenarios that are executed through a series of functional modules within the Navy ERP system.

Every event processed during a business scenario creates multiple simultaneous postings across several Navy ERP modules. The primary posting is the one the end-user receives a document number for. The secondary postings are those documents posted in the background to update the other modules effected by the event.

| Scenario | Check In to Check Out                                   | Budget to Authorize       | Plan to Perform                           | Plan to Pay                                                                         | Acquire to Dispose                           | Post to Report                             |
|----------|---------------------------------------------------------|---------------------------|-------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------|
| Process  | Time keeping, organization training requests and awards | Setup and transfer budget | Create, plan, execute and close a project | Process funding documents, contracts and orders, Inventory and Warehouse Management | Receive, record, transfer and dispose assets | Travel, month-end close and year-end close |

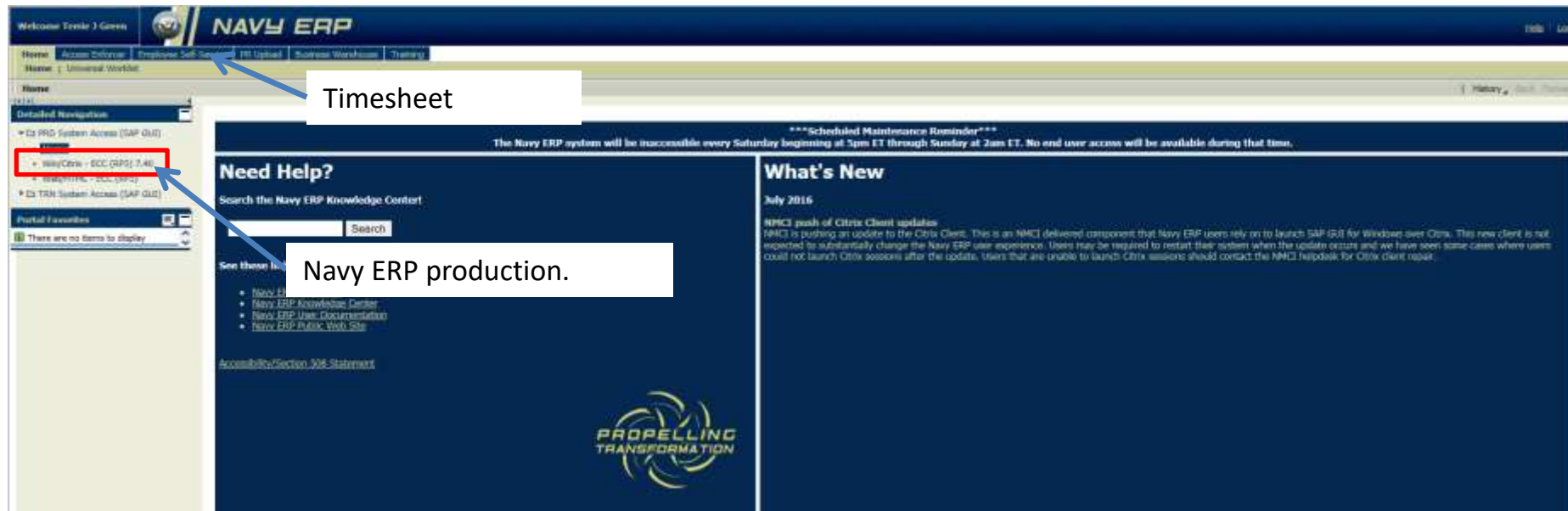
## Functional Modules

|                 |         |                          |                                    |                    |                         |
|-----------------|---------|--------------------------|------------------------------------|--------------------|-------------------------|
| WFM, CO, PS, MM | FM & PS | PS, FM, MM, CO, WFM & SD | FI, SM, SD, MM, CO, PS, IM/WM & OF | AM, MM, PS & IM/WM | AM, FM, FI, CO, SD & MM |
|-----------------|---------|--------------------------|------------------------------------|--------------------|-------------------------|

# Basic Navigation, Accessing and Executing of the Navy ERP System

# Navy ERP System Login

The Navy ERP Portal is your main access point for all Navy ERP Tools - <https://ep.erp.navy.mil/irj/portal>



- In order to login to Navy ERP you must have
  - CAC Card
  - CAC Card PIN
  - Navy ERP Approved Roles
    - Roles determine what transaction codes and areas within Navy ERP that you have access to
- All Navy ERP users will have access to the same standard tools/tabs, such as Home, Employee Self Service, Universal Work List and Help. All other Navy ERP functionality is available based on the Navy ERP Role(s) assigned to you.

# Timesheets in Navy ERP

**Government, Military and Interns are required to enter their time within the Navy ERP Time Management function.**

**Note that timesheets are locked on Monday's between 1400 and 1420 for SDA processing.**



# Options for Getting Help with Navy ERP



## 1. Peer Support

- a. Contact your Supervisor or Admin Officer at your code to assist with Roles and questions.

## 2. Extended ERP Business Office Support

[raji.selvam@navy.mil](mailto:raji.selvam@navy.mil)

## 3. Help Desk

- a. The Help Desk is a tiered organization that assists users with issues. To call the Help Desk to place a “HEAT Ticket”, 888-292-5919 or <https://helpdesk.erp.navy.mil>

# QUESTIONS

# ***General Equipment Custodian Training***



**Code 1073:**

**General Equipment Office (GEO)**

**Version: June 2018**



# Agenda

Overview

What are Assets/GE Items?

Asset(s)/GE Categories

Who is a Custodian?

Custodian Roles and Responsibilities

Function of Code 1073

Property Management Systems

My General Equipment Tool

Process for Tagging Asset(s)/GE

Transferring Property to other Government Agencies

Excessing/Disposal of Property

Media Destruction Tracker Process

Commanding Officer's Oversight for Missing, Lost, or Stolen Property

DD Form 200 Supervisor Inquiry

Out-Processing

Issuing Property to Contractors Government Furnished Property (GFP)

Contact Us

References

Certificate of Completion

# Overview

## Property Terminology used throughout the Custodian Training:

**PP&E ↔ GENERAL EQUIPMENT ↔ ASSETS ↔ PROPERTY**

NSWCCD employees are responsible for the proper use, care, and physical protection of Government-owned property

Code 1073 oversees General Equipment (GE) assets

GE is defined as those items used, but not consumed, to produce goods or services in support of NSWCCD's mission

- It is functionally complete for its intended purpose, durable, and nonexpendable
- Does not lose its identity or become a component part of another article when put into use
- It has been acquired or constructed with the intention of being used

# What are Assets/GE items?

Office Equipment (non-NMCI computers, external hard drives, printers...)

Automated Data Processing (ADP) Equipment (servers, switches...)

Capital Investment Program (CIP) Equipment (projects)

Weapon System Components and Equipment

Military Equipment (MILSPEC, normally painted military color...)

Government Furnished Property (GFP) purchased by the government or a contractor (contract clause, COR approved, all above categories)

**\*\*Navy Marine Corp Intranet (NMCI) property is are not Assets.**

# Asset(s)/GE Categories

## Capital Investment Program (CIP)

- Property that has an acquisition cost or book value equal to or greater than \$500k
- Has an estimated recovery period equal to or greater than 24 months
- Is not intended for sale in the ordinary course of operations
- Has been acquired or constructed with the intention of being used or available to be used by NSWCCD in its operations

## Plant Property (Capital Assets)

- Property that has an acquisition cost equal to or greater than \$250k

## Minor Property

- Property that has an acquisition cost equal to or greater than \$5k and less than \$250k

## Sub-Minor / Pilferable Property

- Property that has a value below \$5k
- Property that has a ready resale value or application to personal possession and is especially subject to theft, and/or portable items **that have been determined by the Commanding Officer (in writing) to be easily converted to personal use**

# Who is a Custodian?

SECNAVINST 5200.42

“All Dept. of Navy (DON) personnel, by nature of their appointments are stewards of government property and therefore responsible for the proper use, care, physical protection, disposition, and disposal of all government property”

A government employee, who accepts custodial responsibility for Asset(s)/GE

Directly responsible for the physical custody of accountable Asset(s)/GE under their control

- Asset(s)/GE may be in the hands of sub-custodians (contractor), but the custodian is still responsible for the general equipment in Navy ERP
  - Navy ERP can be noted to reflect if the Asset(s)/GE is being used by a contract employee

# Custodian Roles and Responsibilities

Ensure property is used for official business only

Obtain property passes when transporting government or NMCI property equipment under your care off base (hand-carry)

- This includes non-asset(s); an example would be using a monitor for telework

Ensure that DD Form 1149s are completed when shipping property to other government agencies or contractor facilities

- Provide **SIGNED** copies of the DD Form 1149s to Code 1073

Use the My General Equipment module to manage your assigned assets  
([https://wwwdd.csd.disa.mil/cgi-bin/My\\_PPE/Launch.pl](https://wwwdd.csd.disa.mil/cgi-bin/My_PPE/Launch.pl))

Conduct an informal inventory at least annually of the property assigned to you (best practice)

Notify your supervisor prior to contacting Code 1073 if you cannot locate the property during an inventory

Review custodian training at least annually to stay current with GE policy and procedures (this is the training for this requirement)



# Custodian Roles and Responsibilities (Cont.)

## Tagging property

- Contact GEO if using property that needs to be accounted for in ERP

## Protecting property

- Remember - "All Dept. of Navy (DON) personnel, by nature of their appointments are stewards of government property and therefore responsible for the proper use, care, physical protection, disposition, and disposal of all government property"

## Custodian transfers

- Sight the property **prior** to accepting custodianship to ensure you are accepting the correct asset(s)

## Triennial Inventories

- Your cooperation in conducting the triennial inventories are imperative to an efficient inventory

## Dispositioning property

- Follow local guidance on properly dispositioning property.
- Coordinate with your department Organizational Property Administrator Liaison (OPAL)
- Dispositioning could mean DRMO (excessing), destroying (i.e. degaussing media devices), or permanently transferring property to another government agency

# Function of Code 1073

Oversight of Asset(s)/GE policies and procedures

Responsible for performing the Command's property accountability and asset management

Implementing and ensuring compliance to the policies and procedures established by DOD, DON, SECNAV, and NAVSEA

Conduct training relevant to property accountability

Ensuring Navy ERP, the Accountable Property System of Record (APSR), is maintained to Financial Improvement Audit Readiness (FIAR) standards

Coordinating physical inventories

# Property Management Systems

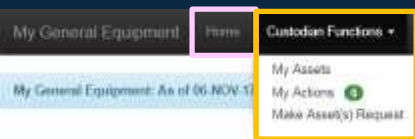
## Navy ERP

- NSWCCD's Accountable Property System of Record (APSR)

## My General Equipment Tool (My GE Tool)

- Use My GE Tool to manage your assigned assets  
([https://wwwdd.csd.disa.mil/cgi-bin/My\\_PPE/Launch.pl](https://wwwdd.csd.disa.mil/cgi-bin/My_PPE/Launch.pl))
  - Select CAC email certificate to access tool
  - Custodians can view their property
  - Custodians can generate custody cards, provide location updates, request to transfer property to another government custodian
  - **NOTE: My GE Tool data is NOT real time and is updated on a weekly basis from the Enterprise Data Warehouse (EDW):**
    - Data is retrieved from an automated weekly EDW report that is pulled directly from the Navy ERP Asset Management module. This data is pulled on the first business day of the week and is updated the next business day at approximately 1200 hours (eastern time).

# My General Equipment Tool



## Home Page

- Welcome to the Warfare Center General Equipment Site
- There are buttons/links found here to access various pages of the tool

## Custodian Functions

- My Assets
  - Allows Custodians to see all of their Navy ERP assigned assets
  - Manage their assigned assets and generate custody cards
- My Actions
  - View any pending custodian transfers that require acceptance/rejection as the new custodian
  - View any completed actions that have been processed by the GEO
- Make Asset(s) Request
  - Request changes or ask questions about their assets
  - Request types include: Location updates, custodian transfers, temporary disposition/agency transfer, permanent disposition/agency transfer and general queries

**In-depth training is available on the My GE Tool homepage**

# Process for Tagging Asset(s)/GE

Property is acquired through various means:

- Contract / SAP Orders
- Purchase-Card
- MILSTRIP
- Pushed (from another government entity)
- Contractor acquired (DD250 or DD1149 required)
- Defense Reutilization and Marketing Services (DRMS)
- GSAXcess

All property is tagged at the Naval Sea Logistics Command (NSLC) warehouse, building 143

- You will be notified via email that assets have been posted in ERP
- Your response and acceptance, in My GE Tool, is **required** in order to complete the transaction

General Equipment Office (GEO) reviews Navy ERP for received items to determine how to account for the property (owner, custodian, asset class, asset shell, etc.)

Any property that has bypassed the NSLC receiving floor shall be tagged in the field

- Notify GEO as soon as possible if/when this occurs

# Transferring Property to other Government Agencies



DD Form 1149 is used for permanent and temporary transfers

- Submit Shipment Request form (<https://cuthill.crdr.navy.mil/intra/code10/code107/index.html>) to GEO ([nswccd\\_asset\\_mgt.fct@navy.mil](mailto:nswccd_asset_mgt.fct@navy.mil)) for creating a DD Form 1149
- Ensure that each piece of property being transferred is listed on the Shipment Request Form
  - Include the description, make, model, serial#, asset#, barcode#, etc.
- Make note on the DD Form 1149 if it is either a temporary (property will return to NSWCCD) or permanent transfer to the external government agency
- GEO will provide completed DD Form 1149.
- Ensure a Departmental Approver signs the DD Form 1149 prior to the property leaving NSWCCD
- The receiving organization of a permanent transfer, upon receipt, must sign the DD Form 1149
- The signed DD Form 1149 from the gaining activity must be provided to the GEO for upload to the asset record in Navy ERP

In-depth training is available (<https://cuthill.crdr.navy.mil/intra/code10/code107/index.html>)

# Excessing/Disposal of Property

All Government property is required to be disposed of through GEO/NSLC/DLA (DRMO) process (i.e. Assets, OM&S, furniture...)

DD Form 1348 is used excessing/disposal of property

- Submit Disposal Request form (<https://cuthill.crdr.navy.mil/intra/code10/code107/index.html>) to GEO (nswccd\_asset\_mgt.fct@navy.mil) for creating a DD Form 1348
- GEO will inform custodian of any certificate requirements (i.e. Hard Drive Removal, PCB, fluid removal...)
  - **Custodian is responsible to obtain certificates**
- GEO will generate and submit DD Form 1348 to DLA for approval
- When approved by DLA, GEO will attach DD Form 1348 to the property and inform Custodian that they may now coordinate for movement of property to building 143
- NSLC will coordinate shipment to proper DLA site
- Once received and recorded by DLA, GEO will coordinate retirement from ERP and inform the Custodian

In-depth training is available (<https://cuthill.crdr.navy.mil/intra/code10/code107/index.html>)

# Commanding Officer's Oversight for Missing, Lost, or Stolen Property



Must account for loss, damage, destruction, or theft of government property

- Determine the responsibility and amount of financial liability of those found to be culpable for such financial losses
- Provide relief from accountability
- Establish debts resulting from the assessment of financial liability
- Inquire, research, and investigate the causes of the loss, damage, destruction, or theft of government property
- Assess financial liability with respect to lost, damaged, destroyed, or stolen government property
- This is accomplished through the DD Form 200 process

In-depth training is available

(<https://cuthill.crdr.navy.mil/intra/code10/code107/index.html>)



# DD Form 200 Supervisor Inquiry

Upon notification of lost/missing/stolen property, GEO will send email to the Custodian's first line supervisor and OPAL

- The custodian's supervisor is to perform an initial inquiry to document the facts and circumstances of the loss, damage, destruction, or theft
- The inquiry should take place within three business days from when the custodian has notified their supervisor
- If the custodian has identified the asset as "stolen", ensure a police report has been filed with your local police department
- The supervisor/OPAL shall ensure Departmental management has been informed that a DD Form 200 is being processed with the GEO
- The supervisor shall forward inquiry results to GEO for further processing. Findings should address the "five W's" (who, what, where, when, why) regarding circumstances of loss

The DD Form 200 is then completed by the GEO and used to document the process for loss, damaged, destruction, or theft of government property

This is required documentation for investigations and shall be used to document the facts and circumstances

# Out-Processing

Custodians shall transfer all property currently assigned to them to another government custodian prior to checking out with the GEO

- Use My GE Tool

If custodians leave NSWCCD due to extenuating circumstances, without checking out from the GEO, the custodian's supervisor shall ensure the property is accounted for, take possession of, and/or complete transfers to another government employee using My GE Tool

- Excessing property via DRMO is also an acceptable means of disposing of property that is obsolete or excess

# Issuing Property to Contractors

## Government Furnished Property (GFP)

### DD Form 1149 is used to transfer Property for Contractor use

- End user shall identify the appropriate need and notify the COR of the specific GFP going to the Contractor
- The COR ensures that the GFP clause(s) exists on the contract
- The COR submits Shipment Request form (<https://cuthill.crdr.navy.mil/intra/code10/code107/index.html>) to GEO ([nswccd\\_asset\\_mgt.fct@navy.mil](mailto:nswccd_asset_mgt.fct@navy.mil)) for creating a DD Form 1149
- Ensure that each piece of property being transferred is listed on the Shipment Request Form
  - Include the description, make, model, serial#, Asset#, and barcode#
- GEO will provide completed DD Form 1149 to the COR
- The COR will ensure
  - That upon receipt of property, the contractor signs the DD Form 1149
  - The signed copy of the DD Form 1149 is sent to the GEO
- GEO will document in ERP

# Contact Us

## Carderock:

- [nswccd\\_asset\\_mgt.fct@navy.mil](mailto:nswccd_asset_mgt.fct@navy.mil)
- James Byers – 1073 Branch Head
- Dave Beagan – 107 Accountable Property Officer – 301-227-2404
- Eugene Reed – 1073 – 301-227-2148
- Javier Rivera – 301-227-1080
- Joseph Wigfall – 301-227-5722
- Wilson Theodore – 301-227-4711
- Yasma Queen – DD-1149 – 301-227-5862
- Jhumar Barredo – DRMO – 301-227-5283

## Department Operational Property Administrator Liaisons (OPAL):

- 10 – \_\_\_\_\_ – Contact [nswccd\\_asset\\_mgt.fct@navy.mil](mailto:nswccd_asset_mgt.fct@navy.mil)
- 60 – Stephen Szpara – 301-227-0756
- 70 – Joshua Daubert – 301-227-1793/1857
- 80 – Alexis Hargro – 301-227-4217

# References

- a) DOD 7000.14-R, Volume 4, Chapter 6 “Property, Plant, and Equipment”
- b) DOD 7000.14-R, Volume 12, Chapter 7 “Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen”
- c) DODINST 5000.64 “Accountability and Management of DoD Equipment and Other Accountable Property”
- d) SECNAVINST 5200.42 “Accountability and Management of the Navy Property”
- e) SECNAVINST 7320.10A “Department of the Navy (DON) Personal Property Policies and Procedures”
- f) NAVSEAINST 7320.1A “Plant, Property, and Equipment Policies and Procedures”
- g) NSWCCD “Material Management Guide”

# Questions?



# Lunch

# Lunch

# **Workforce Development Special Programs**

**“Developing Today’s Workforce to Face  
Tomorrow's Challenges”**



# Workforce Development Office's Mission



**The Workforce Development Office (WFD) will provide quality services and products to develop, maintain, and improve employee performance and promote a learning environment.**

**The Mentoring Program will serve as a tool which develops relationships and encourages a strategy that will guide the workforce to produce tangible results for meeting current and future mission requirements.**

**The two principle goals of a mission driven Mentoring Program are:**

- To align mentoring as a professional development learning tool**
- To ensure the benefits of the program are understood across NSWCCD**

Naval Surface Warfare Center, Carderock Division

# AMERICA'S FLEET STARTS HERE



## Mentorship Overview

*Commander, Naval Surface and Undersea Warfare Centers*

**CAPT Todd Hutchison**  
*Commanding Officer, NSWCCD*

08/14/2020

**Larry Tarasek**  
*Technical Director (Acting), NSWCCD*



# Carderock's Mentoring Initiative

Employees are encouraged to develop mentoring relationships throughout their career at NSWCCD. Through these partnerships, employees develop their knowledge, skills, abilities, and/or thought process through an exchange of different perspectives.

The NSWCCD HR Division provides employees with resources and assistance for cultivating mentoring relationships that grow and change according to your professional objectives.

# Program Objectives

**A successful mentoring program can benefit NSWC Carderock by:**

- **Improving productivity**
- **Increasing job satisfaction for mentees and mentors**
- **Enhancing professional development**
- **Sharing and leveraging Navy-relevant knowledge and skills throughout the organization**
- **Creating a mentoring culture, which will continuously promote employee growth and development**
- **Enhancing learning and diversity in the organization**
- **Providing a positive support system for employees to set goals, seek guidance and overcome obstacles**
- **Improving working relationships by truly understanding what drives each individual**

# Mentorship at NSWCCD Current State



- **Brown Bags**
- **Training**
- **Informal Mentoring in the Departments**
- **Mentor Match in TWMS**
- **DONCEAP**
- **Informal Mentoring**
- **TD Coffees**
- **Mentoring Trainings (Onsite)**
- **Mentoring the Total Force (DON)**

# Brown Bags

- Offers individual or group setting informal meetings
- Allows for more personal interactions with Supervisors and Leadership
- Usually centered around personal development
- Offers informal training on subject matters relevant to the workforce

# Types of Mentoring

- ❖ **Traditional “One-on-One” Mentoring**
- ❖ **Peer Mentoring**
- ❖ **Group Mentoring**
- ❖ **Virtual Mentoring**
- ❖ **Speed Mentoring**
- ❖ **Reverse Mentoring**

# Informal Mentoring

- **Organic mentoring occurs between employees within the NSWCCD Departments. There are informal professional development relationships between more tenured employees.**
- **Cafeteria mentor meetings occur frequently at NSWCCD**
- **Departments have internal peer mentoring for new employees and more tenured employees**



# Mentorship Match in TWMS

- All employees have an established IDP within TWMS where short and long term goals can be set.
- Based on the goals trainings are recommended to help with professional development
- There are options within the IDP to become a mentor or request a mentor
- TWMS identifies those employees that have made either selection and HR works to match employees for mentorship

# TWMS Mentor Match

## ❖ First Step: Complete Mentor Training in TWMS

(will be conducted/completed during briefs)

- Mentor/Mentee create and register profile
- Mentor/Mentee search for match



# TWMS Mentor Match

- Search can range from local area to worldwide

The screenshot shows the 'Find Mentor' search results in the TWMS system. The navigation pane on the left includes links for Home, Start a Search, My Invitations, My Agreements, My Mentee Profile, Register as a Mentor, Opt Out, Resources, and Exit Mentor Match. The main content area displays a progress bar with four steps: Choose Role (completed), Search Profiles (active), Send Invitation, and Done. Below the progress bar, the 'Find Mentor' search criteria are shown, including fields for Last Name, First Name, USC, ORG Code, Employee Type, Rank/Enlisted Rating, and Civ/OC Series. The search results table lists four potential mentors:

| NAME                 | NAME | TITLE           |                                                 |
|----------------------|------|-----------------|-------------------------------------------------|
| <a href="#">View</a> | 33%  | EMILY GRAUWILER | SUPERVISORY ADMINISTRATIVE/TECHNICAL SPECIALIST |
| <a href="#">View</a> | 0%   | LINDA FLORDAN   | ADMINISTRATIVE/TECHNICAL SPECIALIST             |
| <a href="#">View</a> | 0%   | JUDY COMLEY     | MANAGER                                         |
| <a href="#">View</a> | 0%   | ERIK LARA       | MANAGER                                         |

- Send invite to prospective Mentor/Mentee

The screenshot shows the 'Send Invitation to: EMILY GRAUWILER' page in the TWMS system. The navigation pane on the left is identical to the previous screenshot. The main content area displays a progress bar with four steps: Choose Role (completed), Search Profiles (completed), Send Invitation (active), and Done. Below the progress bar, the 'Send Invitation to: EMILY GRAUWILER' section is shown, including a text area for 'Comments (optional)' and a 'Send' button. The text area contains the text '1500 characters left.'

# “Coffee with the TD”

- **Personal interaction with the Technical Director**
- **Opportunity to voice questions/concerns to Technical Director**
- **Bridge between workforce and senior leadership**

# Don Civilian Employee Assistance Program (DONCEAP)



**(DONCEAP) is a no-cost resource to help resolve life's challenges no matter how big or small:**

- **24/7 phone support for DONCEAP - call 1-844-366-2327 or 1-800-262-7848 (TTY) or through the web at <http://donceap.foh.hhs.gov>**
- Licensed professionals
- Appointments can be arranged to meet with a counselor in-person by your home or work

**Work-Life For You Program is designed to provide resources to help you better manage daily responsibilities and life events including:**

- Daily Life (Relocation, event planning, etc.)
- Mentorship, Coaching and Counseling
- Family (adoption, prenatal, etc.)
- Legal and financial (credit and debt, tax tips, identity theft issues, etc.)
- Professional Development (Webinars available)

# Mentoring the Total Force (DON)

**Anyone can serve informally as a mentor in their command or community, and Navy also offers formal mentor training through the Bureau of Naval Personnel/Naval Personnel Command Mentor Certification Program.**

**BUPERS and NPC offer the Mentor Certification Program to support a mentoring culture in the Navy by “providing a mentoring framework and toolset of proven techniques and skills that maximizes the partnership between mentors and their protégés.”**

**The program provides a standardized framework, tools, access to a network of command certified mentors and other support for the development of new mentorship partnerships and programs across the fleet.**

# Mentorship at NSWCCD Future State

**With the current availability of new applications and programs NSWCCD has the unique ability to offer virtual mentoring opportunities to the workforce. Here are a few of the ideas HR is currently working to offer:**

- **Microsoft Teams Mentor Meetings**
- **Microsoft Teams Virtual Brown Bags**
- **“Tech Talks” Livestreams and Recorded Videos For Professional Development**
- **LinkedIn Learning Professional Development Courses**

# WFD Mentoring Program Wiki Page

WFD's mission will be accomplished through the implementation of resource systems, policies, guidance, and criteria designed to provide institutional knowledge for specific leadership areas that target protégé development and knowledge transfer.

WFD has established a wiki page that serves as a hub of information for the resources that can be utilized for mentoring and professional development opportunities.

<https://wiki.navsea.navy.mil/display/WDP/Mentoring+Program#>



# Take Away

## **Food for thoughts for a successful Mentor and Mentee Relationship**

- **Mentoring is a relationship**
- **Equal participation in the mentoring relationship is a MUST**
- **There needs to be an understanding from both parties about what is to be learned, how the transfer of learning will take place, and how the learning will be monitored and evaluated**
- **Through the sharing of resources and time, both mentor and protégé should benefit**

Naval Surface Warfare Center, Carderock Division

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## Individual Development Plan (IDP)

*Commander, Naval Surface and Undersea Warfare Centers*

**CAPT Todd Hutchison**  
*Commanding Officer, NSWCCD*

08/14/2020

**Larry Tarasek**  
*Technical Director (Acting), NSWCCD*



- **Initial Requirement**
- **Involves supervisor and employee collaboration**
- **Required Annual**
- **Completed in TWMS**
- **Update frequency**

**Questions**

# IDP



## Individual Development Plans (IDPs) Factsheet for Employees

FY 2020

### Background

DOD Instruction 1400.25, Volume 410, DoD Civilian Personnel Management System: Training, Education, and Professional Development, requires the creation and updating of IDPs for all civilian employees. Office of Civilian Human Resources (OCHR) is incorporating this requirement into the new SECNAV 12410.3, Civilian Employee Training and Career Development.

An individual development plan (IDP) is a tool to assist employees in career and personal development. Its primary purpose is to help employees reach short and long-term career goals as well as develop the specific competencies necessary to meet current objectives and to determine the training, education and other professional development strategies that can be used to develop such competencies. IDPs assist in making employee performance more effective in present or future positions and should be viewed as a partnership between the employee and supervisor. IDPs involve preparation, planning and continuous feedback throughout the year.

### Civilian Employees Should:

1. Prepare for discussion by:
  - Assess current competencies
  - Identify competencies you would like to strengthen
  - Determine your development priorities
  - Review your current interest and values
  - Examine the options available
2. Establish an IDP in TWMS
3. Enter training that will be submitted via the Adhoc Training Request (ATR) approval process.

It's so simple  
and easy to  
fill out!

### Preparation/Approval of an IDP

IDPs should be prepared through collaboration of employees and their supervisors. These plans should identify specific needs for new or refined competencies, continuing education, professional development, and organizational, functional, or occupational training.

IDPs should describe employee development needs and appropriate opportunities, including training assignments to achieve organizational goals and individual career growth.

Employee training must be entered and approved in the TWMS IDP prior to submitting an ATR in ERP.

The TWMS IDP Tool can be accessed under TWMS Self Service at <https://twms.navy.mil/login.asp>.

More information about IDPs can be found at <https://cuthillaw3s.navy.mil/intra/code10/hr/training.html>.

### For more information, please contact:

Cecelia (CeCe) Paulding – [cecelia.paulding@navy.mil](mailto:cecelia.paulding@navy.mil) – 301-227-2054

<https://twms.navy.mil/login.asp>



# IDP



## Individual Development Plans (IDPs) Factsheet for Supervisors FY 2020

### Background

DOD Instruction 1400.25, Volume 410, DoD Civilian Personnel Management System: Training, Education, and Professional Development, requires the creation and updating of IDPs for all civilian employees. Office of Civilian Human Resources (OCHR) is incorporating this requirement into the new SECNAV 12410.3, Civilian Employee Training and Career Development.

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### Supervisors of Civilian Employees Should:

- Document identified developmental needs and appropriate opportunities to meet the needs in IDPs for civilian employees under their cognizance.
- Monitor the execution and evolution of IDPs to ensure civilian employees are provided appropriate opportunities to satisfy identified developmental needs.
- Review and approve IDPs as part of the Adhoc Training Request (ATR) approval process in ERP.
- Provide consultation to employees in areas including:
  - o IDP process,
  - o Employee responsibility,
  - o Career development,
  - o Learning opportunities.

It's so simple  
and easy to fill  
out!

### Preparation/Approval of an IDP

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### For more information, please contact:

Cecelia (CeCe) Paulding – [cecelia.paulding@navy.mil](mailto:cecelia.paulding@navy.mil) – 301-227-2054  
<https://twms.navy.mil/login.asp>

Naval Surface Warfare Center, Carderock Division

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## Scientist and Engineer Development Program (SEDP)

Code 1016

**CAPT Todd Hutchison**  
*Commanding Officer, NSWCCD*

**Larry Tarasek**  
*Technical Director (Acting), NSWCCD*



# Required by Regulations (con't)

## Scientists and Engineers Development Program (SEDP)

- Three year program for entry level Scientists and Engineers  
CARDEROCKDIVINST 12410.14C (under revision)
- Designed to help integrate new Scientists and Engineers into the NAVSEA/Carderock culture
- Program requirements includes:
  - Training plan for each year of the program
  - 12 required courses
  - Career Development assignments
- All tracking done online in SEDP Tracking System
- <https://cuthill.crdr.navy.mil/sedp/home.php>



# Program Outline Cont'd

**Monitored by the Training Advisory Board**  
**Supervisor Driven**  
**Mentoring**  
**Career Development Assignments**  
**Forms**

- **Training Agreement**
- **Training Plans (One for each year in the program)**
- **Evaluations**



# Program Management

**Partnership**

**All feedback is welcome**

**Focus Groups**

**Call at anytime: Linda Florian, 301-227-5632**

**Questions**

# More Information

- **CARDEROCKDIVINST 12410.13C – Civilian Training, Education, and Career Development**
- **Carderock Intranet - New Hire Bridge**
- **Call or email the Workforce Development Branch**
  - West Bethesda
    - Jorge Galindo, Branch Head
    - Linda Florian
    - Olamidayo Odusanya
    - Katharine Valinotti (Katie)
    - Cecelia Paulding (CeCe)
    - Renard Walker

Naval Surface Warfare Center, Carderock Division

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## Defense Acquisition Workforce Improvement Act (DAWIA)

*Commander, Naval Surface and Undersea Warfare Centers*

**CAPT Todd Hutchison**  
*Commanding Officer, NSWCCD*

08/14/2020

**Larry Tarasek**  
*Technical Director (Acting), NSWCCD*



# Required by Regulations

## Defense Acquisition Workforce Improvement Act (DAWIA)

- Implemented in 1991 to “enhance the professional knowledge & capabilities of Department of Defense (DoD) personnel involved in the development, acquisition, and sustainment of war fighting capabilities, systems, and services
- 50% or more of duties must fall within the definition to be DAWIA designated
- Online and classroom training
- 24 months to become certified
- Continuous learning requirement
- Navigating in DAWIA portal page:  
<https://crbewebappdev.dt.navy.mil/intra/dawia/>

Workforce Development POC: Linda Florian

# Position Designation & Requirements

- **Position designations are determined by first line supervisor prior to position being filled**
  - Is position performing acquisition work 50% or more?
  - Using the Position Category Descriptors, determines which career field and level is most appropriate
- **Certification Level determines required training**
  - Example: Engineering Level 1: ACQ 101, ENG 101, CLE 001, CLE 004, CLM 017
- **Continuous Learning required from the time the position is designated**
- **All tracking, course registration, CL point registration is completed through the eDACM website**

# Break 2

# Break



Naval Surface Warfare Center, Carderock Division

# AMERICA'S FLEET STARTS HERE



## NSWCCD STEM & Outreach



*Charlotte George, STEM and Outreach Program Director  
(301) 227-8869, [charlotte.george@navy.mil](mailto:charlotte.george@navy.mil)*

**CAPT Todd Hutchison**  
*Commanding Officer, NSWCCD*

January 30, 2019

**Larry Tarasek**  
*Technical Director (Acting), NSWCCD*



# STEM & Outreach Program

## Naval STEM Strategy

NSWCCD supports a broad range of educational outreach programs, with the long term goal of building a relevant and capable future STEM workforce, by strengthening the STEM workforce pipeline through Outreach.

Our initiatives aim to:

- **INSPIRE** student interest in STEM through hands-on, accessible applications of naval STEM fundamentals
- Provide practical experiences to **ENGAGE** students and teachers of all ages to "learn by doing"
- **EDUCATE** the next generation with foundational skills and knowledge needed to pursue advanced STEM education and careers

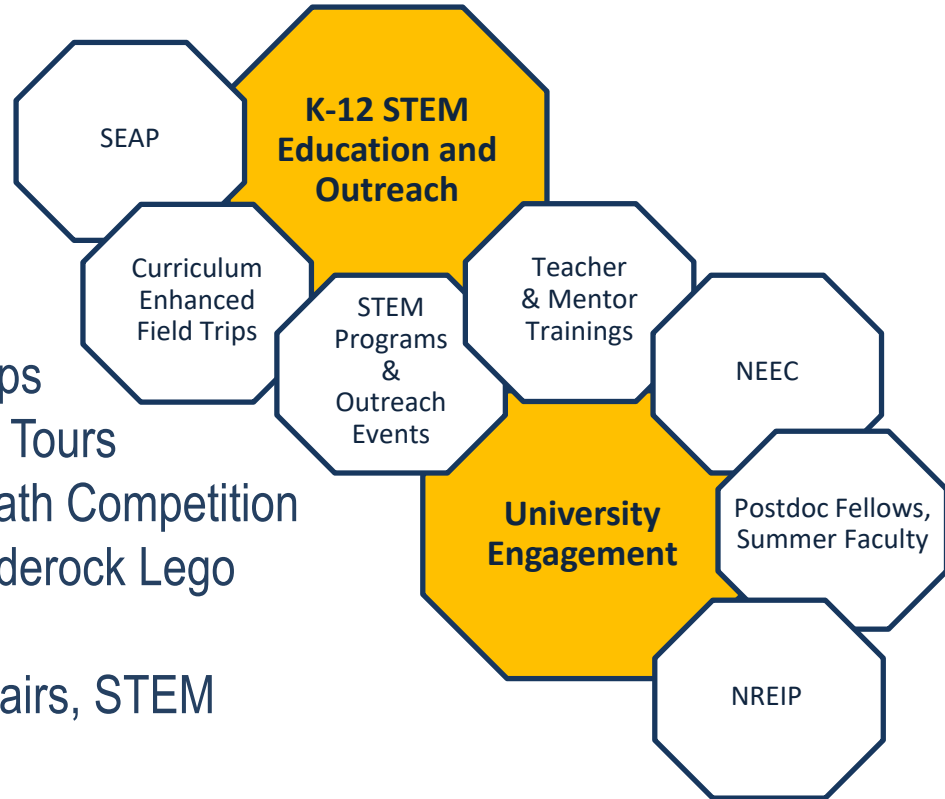


\* Above Graphic from 2018  
Naval STEM Strategy



# STEM & Outreach Efforts

- The SeaPlane Program
- The SeaPerch Program
- The SeaGlide Program
- The International Submarine Races
- NSWCCD Summer Institute for Educators
- High School and University/College Internships
- Curriculum Enhanced Field Trips and Facility Tours
- MathCounts Mentoring and the Carderock Math Competition
- FIRST Lego Robotics Mentoring and the Carderock Lego Challenge
- STEM Event Support (Career Days, STEM Fairs, STEM Competitions, etc.)



# Contact Information

- **Charlotte George, *STEM & Outreach Director***
  - [charlotte.george@navy.mil](mailto:charlotte.george@navy.mil)
- **Haley Kirby, *STEM & Outreach Coordinator***
  - [haley.kirby@navy.mil](mailto:haley.kirby@navy.mil)
- **Rachel Luu, *Intern Coordinator***
  - [rachel.luu@navy.mil](mailto:rachel.luu@navy.mil)

**Questions**

# New Hire Bridge

**The New Hire Bridge (NHB) is a network of employees who started within the last 5 years at the Naval Surface Warfare Center Carderock Division (NSWCCD). Please use this site to transition into your new career and acquaint yourself with the activities at Carderock.**



# Past Events

## Past Events

- Lunches
- Happy Hour's
- Hockey Games
- Baseball Games
- Hiking
- Pumpkin Picking
- Early Career Development Series
- ETC.

## Open Positions

- **Social Chair**
- **Programs Chair**
- **Website Chair**

# Contact Information

- **Daniel Gallutia, Chair**
  - [daniel.gallutia1@navy.mil](mailto:daniel.gallutia1@navy.mil)
  - 227-1747
- **Kelley Stirling, Co-Chair**
  - [kelley.stirling@navy.mil](mailto:kelley.stirling@navy.mil)
  - 227-8833
- **Haley Kirby, Secretary**
  - [haley.kirby@navy.mil](mailto:haley.kirby@navy.mil)
  - 227-8843
- **Krista Michalis, Champion**
  - [krista.michalis@navy.mil](mailto:krista.michalis@navy.mil)
  - 227-4342

**Questions**

# **Carderock's Quality Management System - Onboarding**

# Why a Quality Management System?

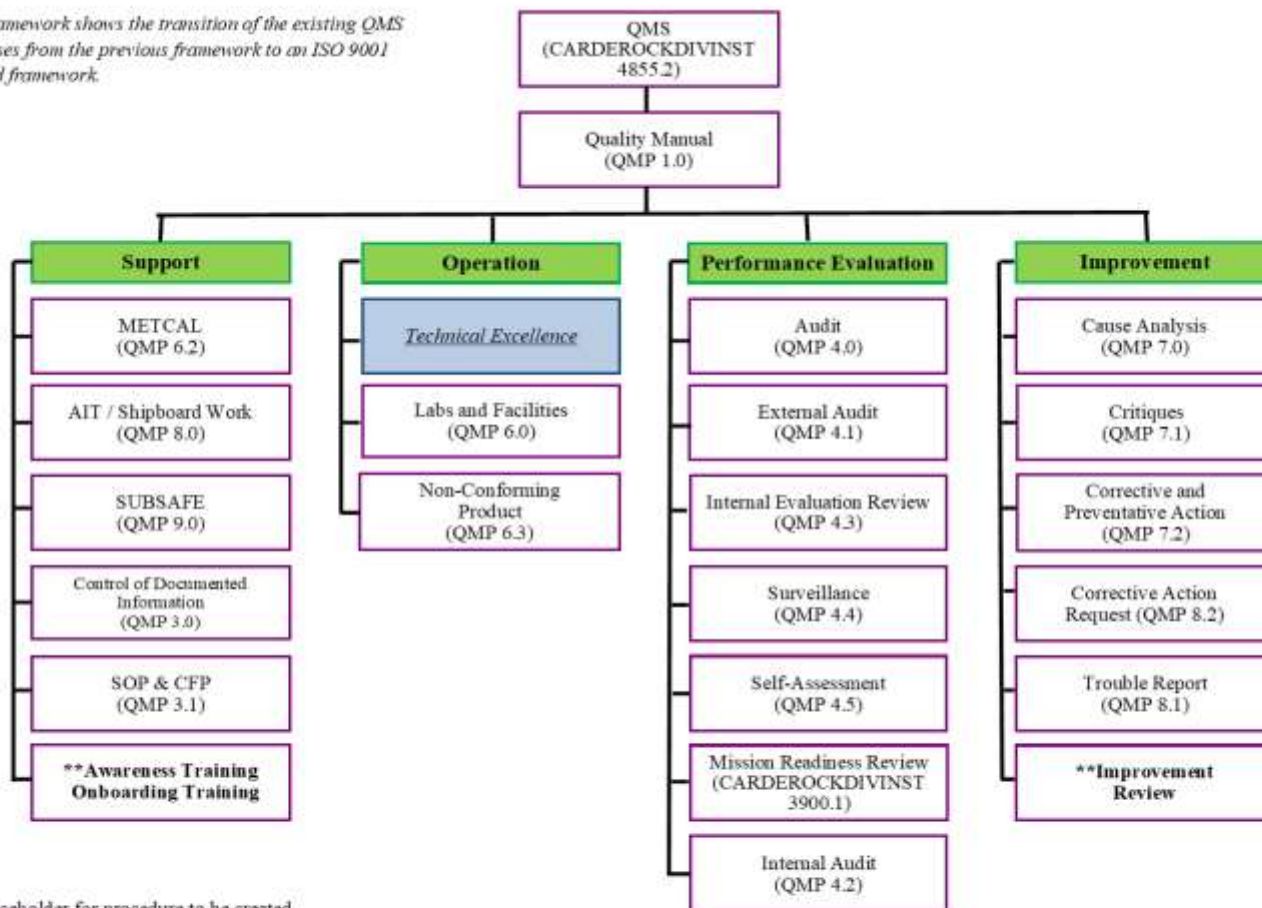
- Why do we have a quality program?
  - To deliver quality products and services to our customers
- How do we ensure that quality products and services are delivered to our customers?
  - Two methods to ensuring quality
    - Quality Assurance (*actions to be taken*)
      - QMP's, Training, Standardization, Reviews, Cause Analysis, Continuous Process Improvement,
    - Quality Control (*checking the actions taken*)
      - Audits, inspections, surveillances
- Quality Management Office Goal
  - To strengthen Division-wide processes which allows NSWCCD to provide quality products and services to our customers and workforce.
  - QMO Website: <https://navsea.navy.deps.mil/wc/crdrcode00/divQuaMgtOff/default.aspx> Or Click Quality Management System on the left of Carderock's Intranet Home Page

\*\*\*If you do not have access to the QMO homepage, please request access through the QMO\*\*\*



# QMS Framework

*This framework shows the transition of the existing QMS processes from the previous framework to an ISO 9001 aligned framework.*



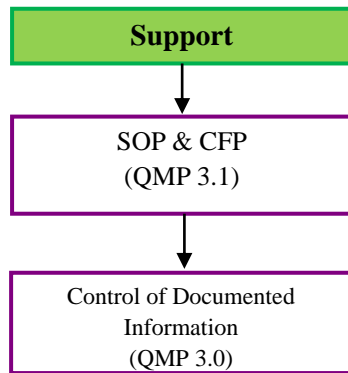
\*\* - Placeholder for procedure to be created

**Purple Box** - Quality Management Office responsible procedure

**Green Box** - ISO Alignment

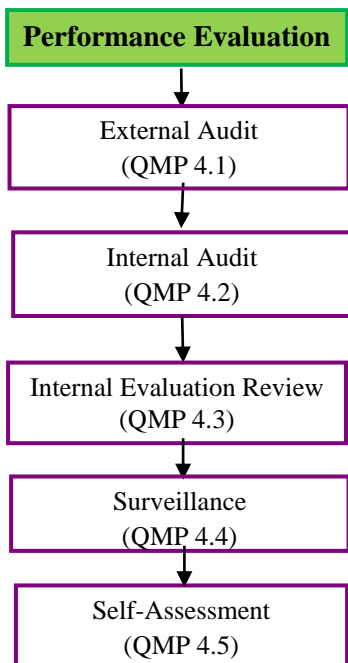
**Blue Box** - Procedures linked to QMO framework but QMO not lead responsibility





- **Support**

- **SOP and CFP (Critical Functional Processes).**
  - Quality management office procedures are known as Quality Management Procedures (QMP's)
- **Control of Documented Information-** Guidance for the identification, storage, retention, protection, retrieval, maintenance and disposition of documented information related to processes.



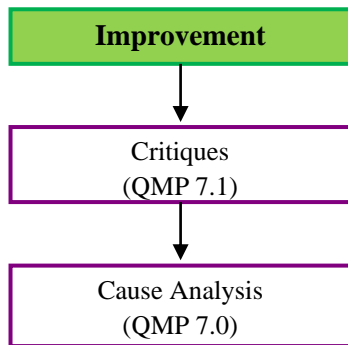
- **Performance Evaluation**

- **External Audits** – Audits that are conducted by an outside entity at the command.
- **Internal Audits** – Internal assessment of larger NSWCCD Programs
- **IERs / Surveillance** - Assess individual Knowledge Areas (KAs) and other critical areas
- **Self-Assessments** - Guidance for process owners on how to identify areas of improvement and implement changes in SOPs and processes.

## • Improvement

### Critique Process (QMP 7.1)

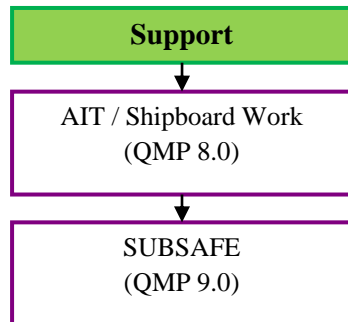
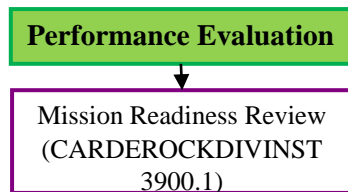
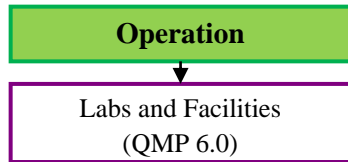
- An in-depth investigation into the cause(s) of unplanned events or mishaps with the end result of corrective/preventative actions meant to prevent event reoccurrence.



### Causes Analysis (QMP 7.0)

- Analyze problems thoroughly and effectively
- Communicate complex issues visually and verbally
- Anticipate problems to prevent them from occurring
- Outline problems in the context of the overall goals

Training conducted by the QMO



## • Operation/ Performance Evaluation

- Labs and Facilities (QMP 6.0) & Mission Readiness Reviews
  - To ensure that the laboratories, testing facilities, and production facilities are capable of providing accurate and reliable results.

## • Support

- Alteration Installation Team (AIT) (QMP 8.0)
  - QMS oversight of department level AIT execution.
- SUBSAFE
  - Training for those who work onboard submarines.
  - TWMS 632780

- **Required Shipboard Work Training – IMPORTANT (NSWCHQ/NUWCHQ INST 4790.1C)**
  - Personnel working aboard ship or submarine are required to carry evidence of training completion.
  - Levels: Tier I, II, III
- **Online training modules are in TWMS:**
  - 650973 – Tier 1 Shipboard Training (Submarine Only)
  - 631353 – Tier 1 Shipboard Training (Surface Ship Only)

Keep a copy of your training certificates

**TIER 1 SHIPBOARD TRAINING IS REQUIRED IF YOU PERFORM SHIPBOARD WORK!**

# What can you do?

- Read our Quality Manual QMP 1.0
- Provide feedback/comments
- Report non-conformities

# Quality Management Office (QMO)



## Division Quality Director

**Joan Shanahan**

301-227-5907

joan.shanahan@navy.mil

**Quality Specialist  
Anna Rucker**

301-227-3578

Anna.m.rucker1@navy.mil

**Quality Engineer  
Katherine Citro**

301-227-1067

Katherine.citro@navy.mil

**Quality Engineer  
(vacant)**

**Quality Specialist  
(vacant)**



# **CARDEROCK ONBOARDING BRIEF**

# Briefing overview



**Naval Surface Warfare Center, Carderock Div.**

**NCIS Mission**

**What Makes You a Target?**

**Reporting: What and How?**

**Reporting: Reportable Indicators**



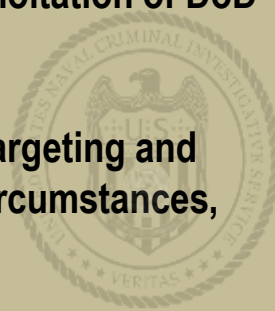
# Naval Surface Warfare Center, Carderock division



The Carderock Division of the Naval Surface Warfare Center (NSWC-CD) provides cradle-to-grave support to ships, submarines, military water craft, and unmanned vehicles throughout the Navy enterprise. An approximate 3,200 scientists, engineers and support personnel provide research, development, testing & evaluation support at division sites in Bethesda, MD; Norfolk, VA; Fort Lauderdale, FL; Memphis, TN; Bayview, ID; Titusville, FL; Ketchikan, AK; and Silverdale, WA .

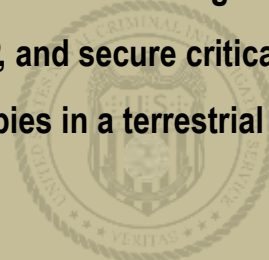
NSWC-CD's RDT & E activities pose a valuable collection opportunity for adversaries. These adversaries are agile and determined. They will seek out permissive environments and other avenues for exploitation of DoD personnel and programs.

**ALL DoD PERSONNEL ARE POTENTIAL TARGETS** for targeting and recruitment. Individuals may be targeted based upon circumstances, behaviors, and characteristics.



# NCIS MISSION

The **Naval Criminal Investigative Service** has the primary responsibility for counterintelligence (CI) for the Department of Navy (DON). The agency's authorities are outlined per **E.O. 12333** and **SECNAVINST 5430.107A**. Counterintelligence (CI) includes efforts to counter espionage, to protect research and development, to support AT/FP, and secure critical infrastructure. Traditional efforts of the past have largely been typified by our ability to identify spies in a terrestrial environment.



## Counter Espionage

Activities designed to thwart or prevent spying by an adversary

## AT/FP

Activities designed to thwart or prevent terrorism or sabotage

## CI Support to RDA

Activities designed to protect technology and increase CI awareness

## CI Support to DCIP

Activities designed to mitigate threats that would degrade DoD defensive capabilities

# What makes you a target?



## **Circumstances**

Do I have access to information or the means to acquire it?

## **Behaviors**

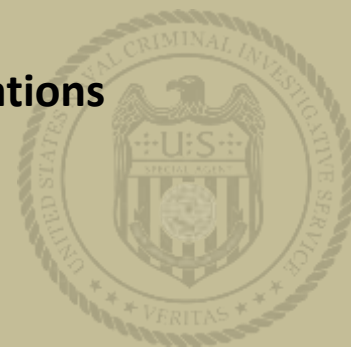
Does my behavior make me stand out to adversaries?

## **Characteristics**

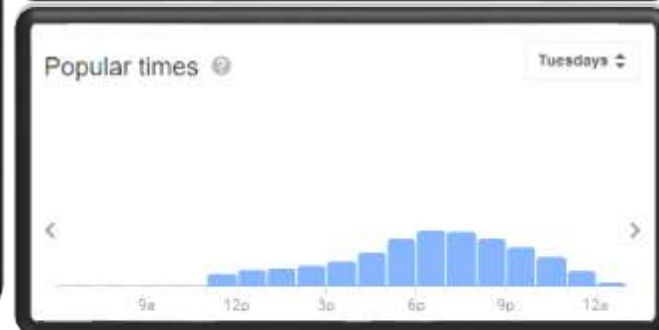
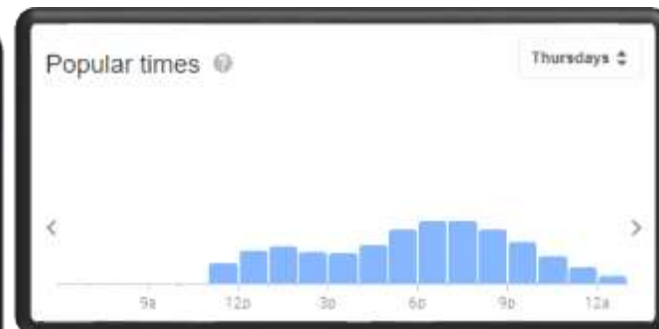
Do I have personality characteristics that could be manipulated?

### **NCIS Support to NSWC-Carderock:**

- Full-spectrum functional service support, investigations, and operations
- Coordination with law enforcement and intelligence community
- Electronic media forensics and review capability
- Tracking trends and developments through reporting
- Counter data exfiltration efforts and development of cyber tools



# What makes you a target?



- Restaurants and bars outside of Carderock are permissive environments for elicitation
- Open source facilitates the activities of collectors
- Personnel OPSEC failings increase the likelihood of targeting and recruiting potential





## HOW CAN YOU PROTECT YOURSELF?

**Circumstances** – Remove ID badges while off base. Do not discuss work off duty

**Behaviors** – Frequent travel overseas/trade shows/conferences. Several social media platforms

**Characteristics** – Self report all foreign contacts/suspicious activities. Do the right thing all of the time even when no one is watching

# REPORTING: WHAT AND HOW?

**CASE STUDY:** A Carderock civilian employee on travel to Yokosuka, Japan decided to schedule personal leave in conjunction with his TAD. While staying at his hotel, he approached a young, attractive female Japanese national at the hotel bar and struck up conversation. After a few drinks, they took an Uber to local bar, and after a couple of additional drinks, the employee “blacked out.” The employee awoke at a Japanese police station, where the bar manager and local police officers demanded payment for the bar tab in the amount of hundreds of dollars.

Refer to **DoDD 5240.06** for a list of reportable indicators

Report any suspicious incidents whether cyber or real world to security and NCIS. This may also include official and non-official foreign travel and conference attendance.

Reportable indicators may include: **Foreign Intelligence Operations, FIE-Associated Cyber Incidents** and **International Terrorism**



## **DIRECTIVE** DoDD 5240.06

1. Contact with anyone suspected of espionage.
2. Contact with anyone who is a known foreign intelligence officer or security organization.
3. Visits to foreign diplomatic facilities which are inconsistent with official duties.
4. Permitting others or acquiring unauthorized access to classified.



# REPORTING: reportable indicators

**Two foreign nationals were observed taking photographs of the David Taylor Model Basin while standing at the fence line near the deactivated gate on MacArthur Blvd.**

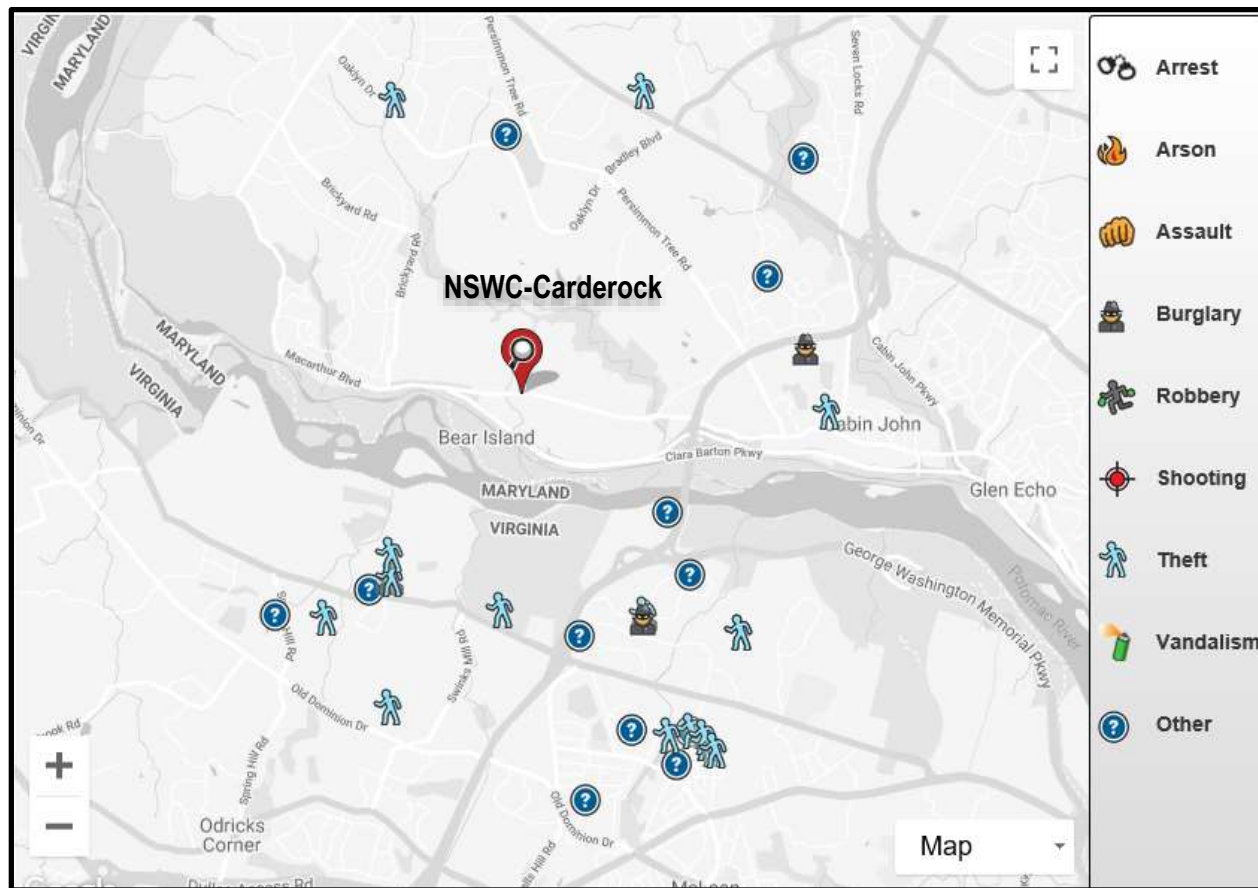
**A civilian Department of Navy (DoN) employee reported receiving numerous unsolicited emails from foreign companies after foreign travel and conference attendance.**

**At a 2019 conference, two individuals under assumed names directly solicited a Cleared Defense Contractor (CDC) for information regarding an electronic warfare platform. The information was unclassified, but distribution controlled.**

**In support of a foreign military sales (FMS) case with a known “Frenemy,” a Foreign Liaison Officer (FLO) familiar with the FMS case attempted to elicit information from a DoN employee regarding the capabilities of a U.S. fire control system. The request was outside of the scope of the FMS case.**

# Force Protection: Reported Criminal Activity Near Carderock

December 22, 2019 (Partial)



- Shooting @ 2500 Block of James Madison
- Theft @ 6100 Block of Arlington Blvd
- Assault @ 9400 Block of Deramus Farm
- Theft @ 2600 Block of Avenir Pl
- Theft @ 11900 Block of Market St
- Assault @ 8300 Block of Leesburg Pike
- Assault @ 10300 Block of Appalachian Cir
- Assault @ 7800 Block of Ashley Glen Rd
- Assault @ 6500 Block of Georgetown Pike

## Six Month Aggregate:

- Theft: **545**
- Robbery: **9**
- Burglary: **54**
- Shooting: **1**
- Assault: **80**
- Overall Arrests: **58**





# NCIS



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**Questions?**

# Questions?



# Wrap Up

Upon your participation in the session, please complete this quick survey  
<https://www.surveymonkey.com/r/2DayOnboarding>